

CURRICULUM VITAE

A. GENERAL INFORMATION

1. **Name:** **OGUNLEYE, Titilayo Bukola**
2. **Date and Place of Birth:** 2nd December, 1976/Ibadan.
3. **Gender:** Female
4. **Nationality:** Nigerian
5. **State of Origin** Osun State
6. **Local Government of Area** Ifelodun
7. **Marital Status:** Married
8. **Name and ages of Children:** Ogunleye Goodness (20 Years),
Ogunleye Kindness (18 Years),
Ogunleye Peace (15 years)
9. **Name, Address & Relationship of Kin with Tel. No:** Ogunleye Rotimi (Husband),
07085830432
10. **Permanent Contact Address:** Durodola Community, Owode Ede, Osun State
11. **E-mail address:** 009955.0t@gmail.com,
titilayo.ogunleye@uniosun.edu.ng
12. **Cell Phone Number:** 08101672340

B. EDUCATIONAL BACKGROUND

1. **Educational Institutions attended with dates:**
 - i. Osun State University, Osogbo 2023 till date
 - ii. Osun State College of Technology, Esa Oke 2002 – 2004
 - iii. Elsewhere Computer Institute, Osogbo 1999 – 2000
 - iv. Osun State College of Technology, Esa Oke 1995 – 1997
 - v. Bishop Phillips Academy, Ibadan 1989 – 1994
2. **Academic and Professional Qualifications with Dates/Issuing Authority and Class of Degree**
 - i. Bachelor of Science in Accounting In View
 - ii. Higher National diploma in Accounting (LOWER CREDIT) 2004
 - iii. Diploma in Computer Studies (CREDIT) 2000
 - iv. National Diploma in Financial Studies (LOWER CREDIT) 1997
 - v. Senior School Certificate Examination (EXTERNAL) 2008
 - vi. Senior School Certificate Examination 1994

C. WORK EXPERIENCE

1. Organization: Living Hope Care for People Living with HIV/AIDS, Ilesa

2002-2003

Job Title: Secretary

Responsibilities

- a. Receiving visitors hospitably
- b. Receiving incoming mails
- c. Proper keeping of mails and records
- d. Preparing agenda for meetings
- e. Relieving Account Officer whenever on leave
- f. Doing other things as may be directed by the Director

2. Olaolu Farms, Ibadan 2004 -2006

Job Title: Account Clerk

Responsibilities:

- a. Preparing daily records of income and expenditure
- b. Preparing weekly analysis of income and expenditure
- c. Doing other things as may be directed by the manager

Bursary Department: 2016 to date

Budget and Expenditure Unit: 2016 – 2017

Schedule of duty:

- a. Preparation of monthly Reconciliation
- b. Preparation of monthly Returns
- c. Preparation of Quarterly Returns
- d. Preparation of Annual Memorandum
- e. Writing of Payment Voucher
- f. Typing of Annual Budget

Cash Office Unit: 2017 - 2019

Schedule of duty:

- a. Writing of Cheques for collection
- b. Keeping of cheques registers
- c. Preparation and keeping of all payment schedule
- d. Keeping of all relevant documents and forms

- e. Other activities as may be required by Head of Unit

Payroll Unit: 2019– To date

Schedule of duty:

- a. Processing of monthly payrolls
- b. Updating and maintaining payroll records
- c. Maintain overtime report
- d. Keeping of Payroll document and maintaining confidentiality
- e. Processing of Quarterly Staff Pension
- f. Preparing monthly Nominal Roll
- g. Other activities as may be directed by Head of Unit

F. CO- CURRICULUM PROFESSION EXPERIENCE: NIL

G. MEMBERSHIP OF PROFESSIONAL BODIES:

- Institutes of Management Consultants of Nigeria (IMCON)

H. SERVICE:

- a. University: Contribution towards construction of Alakija's road
- b. Community: Ogidan Community High School

I. PUBLICATIONS (if any) NIL

J. CONFERENCES ATTENDED:

- i. Training on Advanced Digital Appreciation Programme – Tertiary (ADAPTI),
May, 2013
- ii. Osun State University: Workshop on International Public Sector Accounting Standards
(IPSAS), July 2016.
- iii. Fire Prevention, Safety and Rescue: A Sustainable Catalyst for Institutional Protection
Against Fire Outbreak and Accident August, 2016
- iv. The Institute of Chartered Accountants of Nigeria: Workshop on the Contemporary
Issues in Accounting Profession October, 2019
- v. The Administrative Staff College of Nigeria, Topo, Badagry: Workshop on
“Accountability and Transparency” September, 2021.
- vi. Osun State University – Osun State University Accounting Manual Seminar
December 2021.
- vii. AdmonERP – Workshop on Payroll Managers Training March, 2022

- viii. Osun State University – Training workshop organized for Confidential Secretaries,
Executive Officers, Clerical officers and Office Assistants October, 2022

K. EXTRA-CURRICULUM ACTIVITIES

FISH FARMING, READING AND HELPING PEOPLE

L. ANY OTHER RELEVANT INFORMATION: Nil

REFEREES

1. **MAKINDE-OJO ADEOLA YETUNDE**
CHIEF ACCOUNTANT