

CURRICULUM VITAE

A. GENERAL INFORMATION

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|---|---|
| 1. Name: | - Saheed Oderinde OGUNDIPE |
| 2. Date and Place of Birth: | - 12th December, 1980/
Ogbaagbaa |
| 3. Gender: | - Male |
| 4. Nationality: | - Nigerian |
| 5. State of Origin: | - Osun |
| 6. Local Government of Area: | - Ola - Oluwa |
| 7. Marital Status: | - Married |
| 8. Names and Age of Children: | - Aasiyah Oluwakemi SAHEED
Eleven (12) Years
- Abdusalam Olamilekan SAHEED -
Nine (9) Years Plus;
- Abdur-Raheem Olayemi SAHEED –
Five (5) Years Plus; |
| 9. Name & Relationship Of
Next of Kin: | - Rahmatullah I. SAHEED, Spouse
Ifeloju Community, Akede-
Iyaloja Estate, Oke-Baale,
Osogbo.
0813-320-1947/0805-113-7320 |
| 10. Permanent Contact Address: | - C 087, Oloode's Compound,
Ogbaabaa, Ola- Oluwa Local
Government, Osun State |
| 11. E-mail address: | - saheed.ogundipe@uniosun,.edu.ng
haqqa5279@gmail.com |
| 12. Cell Phone Number: | - 0806-248-1630 |
| 13. College/Faculty: | - Examinations and Records Unit,
Directorate of Academic Affairs |
| 14. Department: | - Registry |
| 15. Position on First Appointment
with the University/Year | - Confidential Secretary III / 2012 |

16. Present Position and Salary and Salary	-	Administrative Officer I (CONNUNASS 8 Step 3)
17. Date of Present Position	-	August 25, 2021
18. Is your appointment confirmed?	-	Yes
19. IF NO, WHY NOT?	-	Nil
20. Date of Confirmation of Appointment	-	Wednesday, December 16, 2015

B. EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Dates

- | | | |
|---|---|------|
| a. Fountain University, Osogbo, Osun State | - | 2018 |
| b. Federal Polytechnic Ede, Ede, Osun State | - | 2007 |
| c. Federal Polytechnic Ede, Ede, Osun State | - | 2004 |
| d. Ogbaagba Community Grammar School | - | 2001 |
| e. A B Cs Computers Institute, Ede Osun State | - | 2006 |

2. Academics and Professional Qualifications Obtained with Dates/Issuing Authority

- Bachelor of Business Administration (B.Sc.: Second Class Upper); 2018 / Fountain University, Osogbo, Osun State
- Higher National Diploma Certificate (Secretarial Studies, Upper Credit); 2007 / Federal Polytech Ede, Osun State
- National Diploma Certificate (Secretarial Studies, Upper Credit); 2004 / Federal Polytech Ede, Osun State
- Senior Secondary Certificate Examinations; 2001 / NECO

3. Other Relevant Qualifications

- | | | |
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| a. National Youth Service Corps (NYSC) | - | 2008/2009 |
| b. Certificate in Information Management | - | 2007 |

4. Honours, Awards and Distinctions

- Nil

5. Research Fellowships with Dates

- Nil

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM (including names and addresses of employers)

- I served during my NYSC Scheme as Secretary at Odudu & Co., Estate Surveyor and Valuers (Former Employer) between March 2008 and February, 2009 Sango Road, Ilorin, Kwara State Branch

- b. I also served as an IT Student for a year (between January 2005 and December 2005) for a year, in the Administrative Department of Secretariat of Ola – Oluwa Local Government , Bode – Osi, Osun State (Former Employer)

D. WORK EXPERIENCE IN OTHER UNIVERSITIES

(indicating names and addresses of employers) - Nil

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- a. As Administrative Officer II, Office of the Secretary Postgraduate College, Osun State University; from 4th April, 2022 to Date
- b. As Administrative Officer II, Directorate of Human Resource and Development (Former Personnel Affairs Unit); between August 25, 2021 and 3rd April, 2022
- c. As Confidential Secretary I, Personnel Affairs Unit, Registry Department); between 1st October 2018 and 24th August, 2021
- d. As Confidential Secretary II, Personnel Affairs Unit, Registry Department); between 1st October 2015 and 30th September, 2018
- e. As Confidential Secretary III, Personnel Affairs Unit, Registry Department); between 7th January, 2013 and 30th September, 2015
- f. As Confidential Secretary III, Department of Fisheries and Wildlife Management, College of Agriculture, Ejigbo Campus, between 7th August, 2012 and 6th January, 2013

Confidential Secretary (III to I):

Job descriptions:

- i. I played all supportive roles, proffer useful suggestions as and when necessary
- ii. Drafting of memorandum and letters
- iii. Organisation of routine office work
- iv. Keeping diary of official activities
- v. Attending to visitors, enquiries and telephone calls
- vi. Follow-up actions on correspondences
- vii. Ensuring the adequate maintenance of office equipment
- viii. Custodian of Official confidential records and retrieving them on demand
- ix. Performing other official duties as may be assigned by Head of the Department/Directorate

Administrative Officer II in the Directorate of Human Resource and Development (Former Personnel Affairs Unit):

Job descriptions:

- i. Assisting the Deputy Registrar in preparing draft memorandum, letters relating to both teaching and non-teaching staff; and draft reports on Appointment of teaching and non-teaching staff
- ii. Attending to other official assignment that may be given by the Head of Directorate

Administrative Officer II in the Office of the Deputy Registrar & Secretary to the Postgraduate College:

Job descriptions:

- a. Assisting the Deputy Registrar on matter relating to Administrations of the Postgraduate College generally
- b. Assisting the Deputy Registrar & Secretary to the Postgraduate College on matters including appointment and resignations
- c. In attendance at various review and selection panels, taking of reports of meetings and bring up the draft for vetting as appropriate
- d. Assisting the Deputy Registrar & Secretary to the Postgraduate College in preparing draft memoranda, letters relating to postgraduate students and occasionally staff of the University, Departments, Faculties and Colleges
- e. Assisting the Secretary, PG College in preparing notice of meetings, minutes, decision extracts and collations of papers for the following statutory meetings; in particular:
 - i. Board Meeting of the PG College
 - ii. Executive Committee of the PG College
- f. Assistant Deputy Registrar and Secretary, PG College on general Admissions matters and most especially forwarding all applications to various Departments applied to by all qualified applicants by making use of the applicants' official academic transcript
- g. Attending to other official assignment that may be given by the Secretary, Postgraduate College from-time-to-time

Committee served as Secretary:

- a) Secretary, Ad Hoc Committee constituted by the Executive Committee of the Postgraduate College on recurrent Challenge of delay being encountered by some applicants in concluding their admission processes as again observed in the ongoing 2023/2024 admissions in the postgraduate college (2024)
- b) Secretary, Committee to review the regime of the imprest in Colleges/Faculties/Directorates/Departments/Units of the University (2023)
- c) Secretary, Fact-Finding Panel constituted to investigate an allegation on defamation of character of Dr. Babatunde Joseph DARE levelled against Benjamin Temidayo Adebisi (2022)

Administrative Officer I in the Examinations and Records Unit, Directorate of Academic Affairs :

Job descriptions:

- a. Assisting the Deputy Registrar on matter relating to Administrations of the Postgraduate College generally

- b. Assisting the Deputy Registrar & Secretary to the Postgraduate College on matters including appointment and resignations
- c. In attendance at various review and selection panels, taking of reports of meetings and bring up the draft for vetting as appropriate
- d. Assisting the Deputy Registrar & Secretary to the Postgraduate College in preparing draft memoranda, letters

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE - Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES

- Nigerian Institute of Management (NYSC/NIM) - 2009
- Member, Association of Nigerian Universities Professional Administrators (ANUPA)

H. SERVICE:

- (i) University
- (ii) Community
 - I contributed towards the successful completion of Folorunso Alakija Boulevard
- (iii) National - Nil
- (iv) International - Nil

I. PUBLICATIONS: - Nil

J. CONFERENCE/ SEMINAR/WORKSHOP/TRAINING/ANNUAL LECTURE SERIES ATTENDED WITH DATE:

- (a) A- day Seminar and Roundtable Discussion organised by the Postgraduate College, UNIOSUN on “Artificial Intelligence in Higher Education in Developing Countries: Challenges and Prospect for Nigeria” held on Wednesday, 4th March, 2026
- (b) 2025 Registry Annual Lecture Series at the Senate Red Chamber of the Federal University of Agriculture, Abeokuta 2025 on “Enhancing Student Experience Through Innovations and Optimal Service Delivery in Registry” held on Tuesday, 25th November, 2025
- (c) University of Ibadan 2025 Annual Registry Discourse on “Exploring the Interplay between Leadership and Human Behaviour: The Archway to Effective Administration” held on Wednesday, 12th March, 2025
- (d) A 1- day participating in LAUTECH Registry 4th Seminar Series on “Managing Nigerian Universities in Times like These: Quest for Quintessential Administrators and the Art of Networking in University Administration” held in the Great Hall on Thursday, 21st March, 2024
- (e) A 1 – day participating in the hybrid 8th Registry Lecture Series and Training in commemoration of the 60th Anniversary of the University, held on Wednesday, 27th and Thursday, 28th October, 2021 in Obafemi Awolowo University, Ile-Ife, Nigeria

- (f) Certificate of Attendance on the Effect of Modern Office Automation on the Productivity of Secretaries organized by the Nigeria Institute of Professional Secretaries (NIPS) - October 22- 26, 2019 - October 22- 26, 2019
- (g) Certificate in Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) Organized by Digital Bridge Institute between 9th -13th May, 2016
- (h) Certificate of Attendance on Effective Office Administration and Management Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN) - November 4-6, 2015

K. EXTRA -CURRICULAR ACTIVITIES: – Meeting People, Travelling and Reading

L. ANY OTHER RELEVANT INFORMATION:

- i. Registry Spotlight Staff of the Month of January, 2025 - 2025
- ii. Commendation letter of the Governing Council of the University - 2025
- iii. Award of Recognition by the Postgraduate College - 2026

M. SUMMARY OF CONTRIBUTION OF KNOWLEDGE: Nil

N. NAMES AND ADDRESSES OF THREE REFEREES

1. Professor Lawrence Adetunji KEHINDE

Deputy Vice Chancellor, Academic, Research, Innovative and Partnership
Osun State University
0803-786-0000

2. Professor Afeez Adefemi BELLO

Department of Civil Engineering
Osun State University,
Osogbo.
0806-248-1383

3. Mr. Victor Oluwaloni ADUFE

Acting Director,
Office of the Vice-Chancellor
Osun State University,
Osogbo.
0806-062-4737

Name: Saheed Oderinde OGUNDIPE

Signature:

Date: