

# CURRICULUM VITAE

## (A) GENERAL INFORMATION

- |                                                               |                                                                                                                                                              |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Full Name:                                                 | Asiata Mopelade AFOLABI (Mrs.)                                                                                                                               |
| 2. Date and Place of Birth:                                   | December 3, 1977/ Ibadan                                                                                                                                     |
| 3. Gender:                                                    | Female                                                                                                                                                       |
| 4. Nationality:                                               | Nigerian                                                                                                                                                     |
| 5. State of Origin:                                           | Osun State                                                                                                                                                   |
| 6. Local Government Area:                                     | Boripe North                                                                                                                                                 |
| 7. Marital Status:                                            | Married                                                                                                                                                      |
| 8. Name and Ages of Children:                                 | Afolabi Barakat Olamide (23 years)<br>Afolabi Abdul-Rasheed Gbolahan (20 years)<br>Afolabi Azeezat Olanike (16 years)<br>Afolabi Sofiyat Wonuola (10 years)  |
| 9. Name and Relationship of Next of Kin with Telephone number | Miss Afolabi Barakat Olamide<br>Daughter<br>09079711556, 08161609266                                                                                         |
| 10. Permanent Contract Address:                               | No. 6, Zone 11, Abidogun Alare<br>Ota-Efun, Osogbo.                                                                                                          |
| 11. E-mail Address:                                           | <a href="mailto:afolabiasiata7@gmail.com">afolabiasiata7@gmail.com</a> ,<br><a href="mailto:asiata.afolabi@uniosun.edu.ng">asiata.afolabi@uniosun.edu.ng</a> |
| 12. Cell phone Number:                                        | 08058337172, 08166910767                                                                                                                                     |
| 13. College/Faculty /Units:                                   | Directorate of Academic Affairs                                                                                                                              |
| 14. Department:                                               | Registry                                                                                                                                                     |
| 15. Position of First Appointment with University             | Typist II                                                                                                                                                    |
| 16. Present Position and Salary Scale (Grade level and step)  | Principal Executive Officer<br>(Data Processing) 09 step 04                                                                                                  |
| 17. Date of Present Position (Promotion/Regarding):           | October 1, 2023                                                                                                                                              |
| 18. Is your Appointment Confirmed? Yes/No.                    | Yes                                                                                                                                                          |
| 19. If No, Why Not?                                           | N/A                                                                                                                                                          |
| 20. Date of Confirmation of Appointment:                      | October 1, 2006                                                                                                                                              |

## B. EDUCATIONAL BACKGROUND:

### 1. Education Institutions Attended (With Dates):

- |                                                               |   |           |
|---------------------------------------------------------------|---|-----------|
| (a) Ladoke Akintola University of Technology, I.C.T. Ogbomoso | - | 2013      |
| (b) Ladoke Akintola University of Technology, I.C.T. Ogbomoso | - | Jan. 2004 |

(c) Osun State Polytechnic, Iree, Osun State - 1999-2003

(d) Queens of Apostle Secondary Commercial Grammar School,  
Oluyoro, Ibadan. - 1991-1996

**2 Academic and Professional Qualifications with Dates/Issuing Authority and Class of Degree/Grade Level**

- |                                                                          |      |
|--------------------------------------------------------------------------|------|
| (a) Certificate Course in Office Communication/Data Management           | 2013 |
| (b) Certificate in Desktop Publishing/Word Processing                    | 2004 |
| (c) National Diploma in Business Studies                                 | 2003 |
| (d) Certificate in General Grading Test in Secretarial Studies Stage III | 2003 |
| (e) NECO Certificate                                                     | 2003 |
| (g) Certificate in General Grading Test in Secretarial Studies Stage II  | 1999 |
| (h) G.C.E Certificate                                                    | 1999 |

3. Other Relevant Qualifications: - Nil

4. Honours Awards and Distinctions: - Nil

5. Research Fellowship with dates: - Nil

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM (Including names and address of employers) - Nil

D. WORK EXPERIENCE IN OTHER UNIVERSITY (indicating names and address of employers):

Ladoke Akintola University of Technology, Ogbomoso 7<sup>th</sup> August 2001 to  
March 31, 2021.

Department: Faculty Office, Faculty of Management Sciences, LAUTECH  
Ogbomoso January 2021 to March 31, 2021

Position/Status Senior Data Management Officer  
Responsibilities

- (a) Typing of documents for the Faculty Officer
- (b) Files control and Management
- (c) Typing of minutes of meetings
- (d) Receiving and directing visitor's request/complaints appropriately:
- (e) Assisting in Preparing for Faculty Review a staff
- (f) Performing any other duties as assigned by the Faculty Officer.

Department: Internal Audit Unit, College of Health Sciences, LAUTECH, Osogbo,  
October, 2018 to December 2020

Position/Status Senior Data Management officer  
Responsibilities

- (a) Acting as Secretary in the Department
- (b) Typing of documents for the Department
- (c) Files control and Management

- (d) Stock control and Management
- (e) Receiving and directing visitor's request/complaints appropriately;
- (f) Attending to incoming and outgoing mails
- (g) Preparing Budget
- (h) Preparing the department review all the staff
- (i) Performing and other duties as assigned by the Head of Department and other superior officers

**Department:** Medicine Department, College of Health Sciences, LAUTECH  
Osogbo, October, 2012 to 2018

**Position/Status** Data Management officer I

**Responsibilities**

- (a) Acting as Secretary in the Department
- (b) Typing of documents for the Department
- (c) Files control and Management
- (d) Stock control and Management
- (e) Typing the Question for MBBS and End Posting Examination
- (f) Receiving and directing visitor's request/complaints appropriately;
- (g) Attending to incoming and outgoing mails
- (h) Preparing Budget
- (i) Preparing the department review all the staff
- (j) Performing any other duties as assigned by the Head of Department, staff, student, and other superior officers

**Department:** Work and Maintenance Department, College of Health Sciences,  
LAUTECH, Osogbo, February 2009 to October 2012

**Position/Status:** Assistant Data Management Officer

**Responsibilities**

- (a) Acting as Secretary in the Department
- (b) Typing of documents for the Department
- (c) Files control and Management
- (d) Stock control and Management
- (e) Receiving and directing visitor's request/complaints appropriately;
- (f) Attending to incoming and outgoing mails
- (g) Performing and other duties as assigned by the Head of Department and other superior officers

**Department:** Haematology Department, College of Health Sciences, LAUTECH,  
Osogbo, November 2006 to February 2009

**Position/Status:** Typist I

**Responsibilities:**

- (a) Acting as Secretary in the Department
- (b) Typing of documents for the Department
- (c) Files control and Management
- (d) Stock control and Management
- (e) Handle Electronics and Manual Typewriting machine
- (f) Receiving and directing visitor's request/complaints appropriately;

- (g) Attending to incoming and outgoing mails
- (h) Performing any other duties as assigned by the Head of Department and other superior officers.

**Department:** Ophthalmology Department, College of Health Sciences,  
LAUTECH, Osogbo, October, 2004 to November 2006.

Position/Status Typist I;

Responsibilities:

- (a) Acting as Secretary in the Department
- (b) Typing of documents for the Department
- (c) Files Control and Management
- (d) Stock Control and Management
- (e) Handle Electronics and Manual Typewriting Machine
- (f) Receiving and directing visitor's request/complaints appropriately;
- (g) Attending to incoming and outgoing mails
- (h) Performing any other duties as assigned by the Head of Department and other superior officers

**Department:** Obstetrics & Gynaecology Department, College of Health Sciences,  
LAUTECH Osogbo Aug. 2001 to October 2004.

Position/Status: Typist II

Responsibilities:

- (a) Acting as Secretary in the Department
- (b) Typing of documents for the Department
- (c) Files control and management
- (d) Stock control and management
- (e) Handle Electronics and Manual Typewriting machine
- (f) Receiving and directing visitor's request/complaints appropriately;
- (g) Performing and other duties as assigned by the Head of Department and other superior officers.

**E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:**

Principal Executive Officer (Data Processing) -Directorate of Academic Affairs  
-August 2022 to date

Schedule of Duties:

- (a) Type and prepare documents, memos, and letters for Director, Academic Affairs
- (b) Make sure visitors are time conscious;
- (c) Interact with students and visitors and know the purpose of their visits so as to direct them to the appropriate officers/quarters;
- (d) Keeps and monitor the usage of stationeries;
- (e) Supervising the work of Clerical Officer
- (f) Input students' data into the computer for easy accessibility
- (g) Prepares all letter requests by students in Academic Affairs
- (h) Type Letter English Proficiency, Recommendation, Attestation, Verification, Confirmation, and Addendum in Brochure and Notification of Results.
- (i) All other duties as may be assigned from time to time.



2. 1<sup>st</sup> UNIOSUN Registry Annual Lecture with the title: The Roles of all Stakeholders in University Administration in the 21<sup>st</sup> Century held on Wednesday August 28, 2024.
3. 31<sup>st</sup> Annual National Conference/Workshop of Association of Professional Secretarial Staff of Nigeria (APSSON) at Federal Neuro-Psychiatric Hospital, Yaba Lagos State Between 10<sup>th</sup> to 20<sup>th</sup> October 2023.
4. 2<sup>nd</sup> Registry Annual Lecture: held on Tuesday 31<sup>st</sup> October, 2023 Titled: *Promotion Professionalism and Skill-Based Administration of Universities in Nigeria: Which Way, Whose Place?*
5. One day Workshop organized by Association of Secretarial Staff of Nigeria (APSSON) Osun State University Branch, on the Topic "*Building Competency in Professional Secretaries for Organizational Growth*" held on Thursday, 20<sup>th</sup> July, 2023.
6. One-Day Training for Confidential Secretaries, Executive Officers, Clerical Officers, and Office Assistants in the University held on Thursday, 13<sup>th</sup> October 2022.
7. 1<sup>st</sup> UNIOSUN Registry Annual Lecture held on Tuesday, 26<sup>th</sup> October, 2021 at the Olagunsoye Oyinlola Auditorium.

A Seminar organized by National Association of Data Management Officers (NADMO) on 25<sup>th</sup>- 26<sup>th</sup> January, 2012. General title: "*Google Application awareness*" with sub-title: "*Networking as at Today*".

8. A Seminar organized by Information and Technology (ICT) Unit of the College of Health Sciences LAUTECH, Ogbomoso - 15<sup>th</sup> to 17<sup>th</sup> February, 2016. For Data Management Officers to boost the efficiency and effectiveness of their performance. Titled: *The Use of Internet Access Technology and Data Processing*.

10. A Seminar organized by ANUPA, LAUTECH Branch for Administrators, Confidential Secretaries, Executive Officers, Data Management Officers and Typists on Tuesday, May 8, 2018. Topic: *Harmony and Team Work - A Factor for Effective Service Delivery among Professional Administrators, Confidential Secretaries, Executive Officers, Data Management Officers and Typists*.

11. A Workshop organized for all Secretarial Staff, by Management of Ladoke Akintola University of Technology, Ogbomoso on February 17, 2009. Titled: *Practical Knowledge of Modern Equipment*.

12. Training for all categories of Registry Staff organized by Management of Ladoke Akintola University of Technology, Ogbomoso between 27-29 August, 2019. Theme: *Registry: Nerve-Centre For System Development and Quality Management*.

K. EXTRA-CURRICULAR ACTIVITIES: Reading

L. OTHER RELEVANT INFORMATION:

Ability to work with little or no supervision

Afolabi Asiant Alapade (Mrs)

Name

Signature

Date