

CURRICULUM VITAE

1. **Post Desired** Bursar
2. **Full Name** ISHOLA-OLADELE Fatima Titilope (Mrs.)
3. **Date** 5th May 1975
4. **Place of Birth:** Osogbo
5. **Gender:** Female
6. **Nationality:** Nigerian
7. **State of Origin:** Osun
8. **Local Government of Area:** Ila Local Government
9. **Details of contact address:**
 - a. **Residential Address:** Oke Arungbo Zone 8, Unit 5/5 behind Capital Hotel, Osogbo, Osun State.
 - b. **E-mail Address:** fatimatisholasoladele@gmail.com
 - c. **Mobile Telephone Number:** 08032164451
10. **Permanent Home Address:** Oke Arungbo Zone 8, Unit 5/5 behind Capital Hotel, Osogbo, Osun State.
11. **Marital Status** Married
12. **Number and Ages of Children:** (2) 23, 28
13. **Name of Next of Kin:** Mr. ISHOLA-OLADELE Bashir
14. **Address of Next of Kin:** Oke Arungbo Zone 8,

Unit 5/5 behind Capital Hotel, Osogbo, Osun State

15. **Mobile Telephone Number(s) of Next of Kin:** 08033805028
16. **Educational Institutions attended, and Qualifications Obtained with Dates:**

Ladoke Akintola University, Ogbomosho Master's in Business administration,
(Finance Option) MBA 2024

Joseph Ayo Babalola University, Ikeji Arakeji, B.Sc. Accounting 2013

- i. Certified National Accountant (CNA) 2010
Nigeria College of Accountancy, Jos
- ii. Higher National Diploma in Accountancy 2000
Osun State Polytechnic, Iree, Osun State
- iii. National Diploma in Accountancy 1997
Osun State Polytechnic, Iree, Osun State
- iv. Senior School Certificate of Education 1994
West Africa Examination Council (SSCE)
- v. West Africa School Certificate 1993
West Africa Examination Council (SSCE)

- 17 **Membership of Professional Bodies with Dates**
Member, Association of National Accountants of Nigeria (ANAN) 2010

18 Scholarships, Prices and Awards

19 Academic Honors Merits and Dissertations

20 Work Experiences with Dates

- 1. Ladoke Akintola University of Technology, Ogbomoso** October, 2006
Oyo State.
Contract and Services

Schedule of Services

- i. Raising payment vouchers
- ii. Processing of Local Purchase Order (LPO)
- iii. Creating files for new customers
- iv. Recording of recurrent and capital expenditure into the Departmental Vote Books
- v. Calculation of night and transport allowances for the members of staff
- vi. Processing of External and Associate Lecturers' honorarium
- vii. Processing retention fees for the contractors; and
- viii. Other assignments assigned by the Head of Unit

- 2. Ladoke Akintola University of Technology, Ogbomoso** 2007
Oyo State.
Cash Book Management Section, Bursary

Schedule of Services

- i. Posting of cheque stub
- ii. Posting of transfer letters
- iii. Balancing Cash book
- iv. Raising Journal Voucher and Summary of Monthly and Quarterly Returns for the purpose of generating annual financial report
- v. Any other assignment by the Head of Unit

- 3. Ladoke Akintola University of Technology, Ogbomoso** 2008
Oyo State.
Accountant I, College of Health Sciences, Osogbo

Schedule of Services

- i. Posting of cheque stub into the cash book
- ii. Raising Journal Voucher
- iii. Balancing Cash book
- iv. Reconciliation of cash book with bank statement
- v. Posting transfer letters into various cash books
- vi. Other duties assigned by the sectional head

- 4. Ladoke Akintola University of Technology, Ogbomoso** 2010 - 2013
Oyo State.
Accountant I, College of Health Sciences, Osogbo

Schedule of Services

- i. Remittance of Value Added Tax (VAT) and Withholding Tax (WHT) to the Bank
- ii. Collection of Tax receipts from the Federal Inland Revenue Services Office, Osogbo
- iii. Remittances of newly qualified medical doctors' fees to the Bank
- iv. Remittances of induction registration fees of newly qualified Medical Doctors of College to Medical and Dental Council of Nigeria (MDCN) through the Bank

- v. Treating of mails as directed by sectional head
- vi. Assisting in transacting within the various Banks on behalf of College of Health Sciences and the University
- vii. Raising payment vouchers
- viii. Reconciling the cash book with Bank statements
- ix. Posting receipts into the cash book
- x. Balancing Cash book
- xi. Disbursement of induction honorarium to Induction Committee members
- xii. Submission of casual workers monthly wage bill to the Bank
- xiii. Disbursement of College Central Imprest and keeping of petty cash voucher at the instance of Head of Bursary Unit
- xiv. Preparation of payment voucher at the instance of the Head of Bursary
- xv. Updating requisition register for the College staff
- xvi. Any other assignment as assigned by the Head of section

5. **Ladoke Akintola University of Technology, Ogbomoso** 2013 - 2016
Oyo State.
Senior Accountant I/Faculty Finance Officer, Faculty of Clinical Sciences,
College of Health Sciences, Osogbo.

Schedule of Services

- i. Issuing of receipt to Faculty of Clinical Sciences students after making payment to the Bank.
- ii. Attending Finance Committee meetings at Faculty of Clinical Sciences at the instance of Head of Bursary Annex, Osogbo.
- iii. Assisting the Head in relating with Federal and State Tax Office in respect of Withholding Tax and Value Added Tax.
- iv. Assisting the Head in treating mail by vetting documents such as Departmental Budget of the College, Associate Lecturers remuneration and Contract Lecturers' remuneration.
- v. Assisting the Head in the processing of IBEDC and Casual Workers' wage bill
- vi. Posting of cheque stubs/vouchers to the cash book.
- vii. Posting transfer of fund letter to the cash book
- viii. Raising of journal vouchers of WEMA Bank, Osogbo and Zenith Bank both Current and Capital Account, College of Health Sciences, Osogbo to final account section, Ogbomoso.
- ix. Reconciling the cashbook with the Bank statement to Final Account Section, Ogbomoso.
- x. Any other assignment as assigned by the Head of Section.

6. **Ladoke Akintola University of Technology, Ogbomoso** 2016 - 2020
Oyo State.
Principal Accountant I/Chief Accountant, College of Health Sciences, Osogbo.

Schedule of Services

- i. Preparation of bank reconciliation statement
- ii. Raising of various journals to the Final Account Section
- iii. Preparation of monthly, quarterly returns of the College
- iv. Analysis of staff requests and making recommendations
- v. Remitting and collection of Tax credits in respect of Withholding and Value Added Tax with Federal and State Tax Office (FIRS) and (OIRS)
- vi. Preparation of memorandum, reconciliation of subvention released to the University by Osun State Government
- vii. Preparation of subvention voucher to be submitted to Accountant General Office

- viii. Submission of normal roll to the Ministry of Finance
- ix. Attending bilateral meetings at the Finance Budget Office
- x. Attending College Management Committee Meeting
- xi. Attending Induction Committee Meeting
- xii. Attending Landscape and Beautification Meeting in the College
- xiii. Attending College Venture Committee Meeting
- xiv. Attending College Accommodation Meeting
- xv. Processing of various examination budgets to main Bursary for payment
- xvi. Signing of clearance form for graduating students of the College
- xvii. Processing of various examination budgets to main Bursary for payment
- xviii. Collection of circular letters from Budget Office
- xix. Confirmation of transcript payment online
- xx. Confirmation of payment of tuition fees online for clearance of graduating students at the College.
- xxi. Processing of honorarium of External Examiners and Associate Lecturers' payment
- xxii. Any other assignment assigned by the Sectional Head

7. **Ladoke Akintola University of Technology, Ogbomoso** 2020 - 2021
Oyo State.
Chief Accountant, Cash Book Management

Schedule of Services

- i. Posting receipts into the cashbook
- ii. Reconciling the cash book with Bank statements
- iii. Raising journal vouchers
- iv. Balancing Cash book
- v. Remittances of VAT and WHT to the Bank
- vi. Any other assignment by the Head of Section

A. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

1. **Chief Accountant, Students Accounts Unit** April 2021 – April 2022

Schedule of Services

- i. Generating tuition fees figure from porter for the annual budgeting
- ii. Checking graduating students' porter for clearance
- iii. Signing of graduating students' clearance form on behalf of the University Bursar
- iv. Computing T-ships dues for the purpose of making payments to HMOs
- v. Computing students' dues to Colleges, Departments and Students' Union
- vi. Processing of 50% request of rebate given to biological children of the staff
- vii. Processing of student's refund of hostel accommodation to fresh students
- viii. Processing of student's refund of over payment of tuition fees and other dues
- ix. Processing of reply on rebate of 50% to staff that have biological children
- x. Posting miscellaneous receipt on ADMON
- xi. Posting of tuition, dues, laboratory charges on ADMON on wallet system, debiting and actualization module
- xii. Attending Bursary Review Panel Meeting
- xiii. Attending ADMON meeting
- xiv. Attending Bursary Head of Unit Meeting
- xv. Member, ADMON Implementation Committee
- xvi. Computation of students' debtors list
- xvii. Signing of students' final clearance form on behalf of Bursar
- xviii. Any other assignment as assigned by the Bursar

**2. Chief Accountant/College Accountant,
College of Agriculture, Ejigbo Campus**

April 2022

Schedule of Services

- i. Preparation of monthly and quarterly returns of the College
- ii. Maintenance of College Venture/IGR Account
- iii. Writing and presentation of College Financial Report, Monthly, Quarterly and Annual report
- iv. Maintenance of College Imprest Account
- v. Issuing of students' receipts
- vi. Reconciling students' accounts and attending to students' requests
- vii. Signing of students' matriculation form
- viii. Attending to graduating students' clearance after confirmation from backend University porter
- ix. Maintenance of Farm Account
- x. Attending College Financial Committee Meetings
- xi. Processing and attending to students on NELFUND matter
- xii. Attending College Venture Committee Meetings
- xiii. Remittances of draft collected to Cash Office
- xiv. Preparation of E-cashbook and E-income and Expenditure for the purpose of generating Financial Report
- xv. Preparation of monthly wages of gardeners' and farm support staff
- xvi. Processing and monitoring of payment of ITRF feeds fund
- xvii. Monitoring and coordinating the activity of gardeners' and farm support staff
- xviii. Maintenance of ITRF accounts
- xix. Signing of students' final clearance form on behalf of Bursar
- xx. Attending College Management Meeting
- xxi. Attending College Finance Committee meeting
- xxii. Attending College Accommodation and space allocation meeting
- xxiii. Attending College Internally Generated Revenue/Venture meeting
- xxiv. Attending to staff request on behalf of the University Bursar
- xxv. Any other schedule assigned by the provost
- xxvi. Any other schedule assigned by the Bursar

21 Present Employer Osun State University, Osun State. Osogbo

22 Status and Salary Deputy Bursar/Contis 14 step 3

23 Date of Last Promotion October 1st, 2024

24 Evidence of Proficiency in ICT

25 Community Service

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(a) Pioneer Chairman, UNIOSUN Dynamic Staff CICS

(b) Chairperson, Professional Women Accountants (ANAN PROWAN) Osun State

(c) Member, UNIOSUN Muslim Community

(d) Treasurer, UNIOSUN Welfare Parting Scheme

(e) Treasurer, UNIOSUN Igbomina Indigen

(f) Treasurer, LAUTECH Muslim Community

27 Attendance of Conference Workshop with Dates (Where applicable)

1. ***Building Economic Resilience Through Sustainable Practices, Transparent Reporting and Accountable Governance 15th – 18th September 2025.*** Annual Conference of Certified National Accountants. Abuja Chamber of Commerce and Industry, Airport Road Abuja.

2. ***Advancing Accounting SMS in a Changing World. 16th – 19th September 2024.*** Annual Conference of Certified National Accountants. This Day DOME, Central Business District, Abuja.
3. ***Sustainability Reporting Framework Comparative Analysis. 9th – 11th December 2024.*** Association of National Accountants of Nigeria Mandatory Continuing Professional Development. Akure, Ondo State.
4. ***International Public Sector Accounting Standards (IPSAS) Adoption and Implementation. 12th – 13th April 2023.*** ADRAC Professional Services Consulting. Osun State University, Oshogbo, Osun State.
5. ***Accounting beyond Nigerian Borders 6th -9th December 2023.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Ikeja, Lagos State.
6. ***Contemporary Auditing, Governance Forensics and Ethical Conducts. 5th – 7th December 2022.*** Association of National Accountants of Nigeria Mandatory Continuing Professional Development. Abeokuta, Ogun State.
7. ***Re-engineering Accounting Profession in the Post COVID Era. 6th – 8th December 2021.*** Association of National Accountants of Nigeria Mandatory Continuing Professional Development. Ado Ekiti, Ekiti State.
8. ***Accounting Manual Seminar. 15th – 16th December 2021.*** Financial Management Consultant. Osun State University, Osogbo, Osun State.
9. ***Strategic Options for Economic Recovery. Role of Accountants. 6th – 9th September 2021.*** 26th Annual Conference of Certified National Accountants. Abuja International Conference Centre.
10. ***Disruptive Technologies and Innovations. The place of Accountant. 2nd – 4th November 2020.*** 25th Annual Conference of Certified National Accountants. Abuja.
11. ***Good Governance and Accounting Architecture. 9th – 12th December 2020.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Abeokuta, Ogun State.
12. ***Budgeting and Techniques and Strategies. 9th – 12th December 2019.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Osun State.
13. ***Enhancing Proficiency in Professionalism in Public and Private Sector. 10th – 13th December 2018.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Ikeja, Lagos State.
14. ***Strengthening Public Sector Financial Management in Terms of National Economic Recession. 4th – 7th December 2017.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Federal University of Technology, Akure, Ondo State.
15. ***Challenges and Landmark Issues in Accounting Profession. 5th – 8th December, 2016.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Jorgor Centre, Ibadan, Oyo State.

16. ***Managing Transition and Its Challenges. 9th – 12th December 2015.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Afe Babalola University, Ado-Ekiti, Ekiti State.
17. ***Trends in Professional Practice and Regulation. 8th – 11th December 2014.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Green Resort Hote Ibara, Akure, Ondo State.
18. ***Challenges of International Financial Reporting Standard. 2nd – 5th December 2013.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. WOCDIF Centre, Osogbo, Osun State.
19. ***Development in Cooperate Reporting and Auditing. 8th – 11th December 2012.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Akure, Ondo State.
20. ***Contemporary Issues in Accounting Development. 5th – 8th December 2011.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Jogor Centre, Ibadan, Oyo State.
21. ***Standardization of Accounting Ethics. 5th – 9th December 2010.*** Association of National Accountants of Nigeria mandatory Continuing Professional Development. Jalingo, Taraba State.

28 EXTRA CURRICULUM ACTIVITIES: Reading and Travelling

29 REFREES:

1. Mr. LASISI Muideen Akintayo *FCA*
The Bursar
Osun State University,
Osogbo.
0703 426 6664
2. Dr. ALAGBE Emmanuel Abiodun *FCA*
Former Bursar
Ladoke Akintola University of Technology (LAUTECH),
Ogbomosho
Oyo State.
0803 377 5012
3. Dr. SHONUBI Akande Wura
The Head,
Pharmacy Department,
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