

CURRICULUM VITAE

(A) GENERAL INFORMATION

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| 1. | Name: | AKINSOLA Leah Adedoyin |
| 2. | Date and Place of Birth: | 14 th December 1982/Ororuwo |
| 3. | Gender: | Female |
| 4. | Nationality: | Nigerian |
| 5. | State of Origin: | Osun State |
| 6. | Local Government Area: | Boripe |
| 7. | Marital Status: | Married |
| 8. | Name and Age of Children: | Ayobami Akinsola (10 Years)
Oluwatobiloba Akinsola (8Years) |
| 9. | Name and Relationship of Next of Kin:
with Telephone number | Mr. Isreal Omotayo Akinsola (Spouse)
08066143345 |
| 10. | Permanent Contact Address: | No. 7, Farinde Street, Adeleke Estate
Okinni. |
| 11. | E-mail Address: | leah.kinsola@uniosun.edu.ng |
| 12. | Cell phone Number: | +2348065192782 |
| 13. | College/Faculty/Units: | Directorate of Academic Affairs |
| 14. | Department: | Registry |
| 15. | Position on First Appointment with
University | Clerical Assistant |
| 16. | Present Position and Salary Scale
(Grade level and step) | Assistant Chief Clerical Assistant
Contiss 5 Step 4 |
| 17. | Date of Present Position
(Promotion/Regrading): | October 1, 2022 |
| 18. | Is your Appointment Confirmed? Yes No. | Yes |
| 19. | If No, Why Not? | N/A |
| 20. | Date of Confirmation of Appointment: | 1 st October, 2012 |

B. (1) EDUCATIONAL BACKGROUND:
Educational Institutions Attended (With Dates):

- | | | |
|---|---|-----------|
| i. National Open University, Osogbo Study Centre | - | 2021 |
| ii. Osun State College of Technology, Esa-Oke, Osun State | - | 2005-2007 |
| iii. Government Technical College, Osogbo, Osun State | - | 2000-2002 |
| iv. St. Luke's Anglican School Ororuwo, Osun State | - | 1986-1991 |

(2) Academic and Professional Qualifications with Dates:
Issuing Authority and Class of Degree/Grade Level

- | | | |
|---|---|---------|
| (i) B.Sc. Business Administration | - | In view |
| (ii) National Diploma Certificate in Accounting | - | 2007 |
| (iii) NABTEB Certificate | - | 2002 |
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(3) Other Relevant Qualification: | - | NIL |
| (4) Honours, Awards and Distinctions | - | NIL |
| (5) Research Fellowship with dates | - | NIL |

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

(Include names and address of employers)
 Teacher: St. John's Nursery and Primary School, Ido-Usi, Ekiti State 2002-2004

D. WORK EXPERIENCE IN OTHER UNIVERSITY:

Ladoke Akintola University of Technology, Ogbomoso, Oyo State 2009 -2021

Department of Biomedical Engr./Comm. LAUTECH, Osogbo, 2009-2013
 Position - Assistant Clerical Officer

Responsibilities:

- (a) Opening and closing of the office daily
- (b) Receiving Incoming mails
- (c) Dispatching outgoing mails
- (d) Check all appliance before leaving the office

Faculty of Basic Medical Sciences, LAUTECH, Osogbo, 2013-2020
 Position - Clerical Officer

Responsibilities:

- (a) Opening and closing of the office daily
- (b) Receiving Incoming mails
- (c) Dispatching outgoing mails
- (d) Check all appliance before leaving the office
- (e) Keeping students' records and file
- (f) Performing other duties as assigned by the Dean of the Faculty and other superior officers

Department of Animal Nutrition and Biotechnology, LAUTECH,
Position - Senior Clerical Officer

2020-2021

Responsibilities

- (a) Opening and closing of the office daily
- (b) Receiving Incoming mails
- (c) Dispatching outgoing mails
- (d) Check all appliance before leaving the office
- (e) Keeping students' records and files

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

Directorate of Information Management Technology,
Position - Senior Clerical Officer

April 2021 - July 2021

Responsibilities

- (a) Opening and closing of the office daily
- (b) Receiving Incoming mails
- (c) Dispatching outgoing mails
- (d) Check all appliance before leaving the office

Directorate of Academic Affairs Unit (Senior Clerical Officer)

July 2021 - till date

Responsibilities

- (g) Opening and closing of the office daily
- (h) Receiving Incoming mails
- (i) Dispatching outgoing mails
- (j) Keeping students' records and files
- (k) Check all appliance before leaving the office
- (l) Assisting in preparing for the COPDD meeting
- (m) Performing other duties as assigned by the Directorate of Academic Affairs and other superior officers.

F. EXTRA – CURRICULAR ACTIVITIES:

Reading and Cooking

G. Referee:

- (1) **Professor. A.O. Olowe**
Department of Medical Microbiology and Parasitology
Ladoke Akintola University of Technology

Ogbomoso, Oyo State.
08139272154
aoolowe@lautech.edu.ng

- (2) **Mr. A.O. Abiodun**
Registrar,
Osun State College of Education
Ila-Orangun, Osun State.
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- (3) **Mr. A.A. Adeosun**
Director, Council Affairs,
Osun State University.
07030397784
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SIGNATURE: 

DATE: 28/3/2025