

Curriculum Vitae

A. GENERAL INFORMATION

- | | |
|---|--|
| 1. Name: | Oluwaseyi Temitope AYEGBAYO |
| 2. Date and Place of Birth: | 31 st May, 1982, Lagos |
| 3. Gender: | Female |
| 4. Nationality: | Nigeria |
| 5. State of Origin: | Osun State |
| 6. Local Government Area: | Ejigbo Local Government |
| 7. Marital Status: | Married |
| 8. Names and Ages of Children | Olamide Ayegbayo (19 years)
Olasubomi Ayegbayo (17 years) |
| 9. Name and Relationship of Next of Kin: | Mr. Ayegbayo Oladapo (Husband
07010742282) |
| 10. Permanent Contact Address | Zone 7, Oke Arugbo behind Capital
Hotel, Osogbo |
| 11. Email Address: | temitope.ayegbayo@uniosun.edu.ng |
| 12. Cell Phone Number: | +234(0)8166188036& (0)8029539887 |
| 13. College/Faculty/Unit: | Sola Akinrinade Central Library |
| 14. Department: | Office of The University Librarian |
| 15. Position of First Appointment with the University: | Confidential Secretary III |
| 16. Present Position and Salary (Grade Level and Step): | Senior Conf. Sec. /Conunass 8 ⁴ |
| 17. Date of Present Position | October 1 st 2024 |
| 18. Is your appointment confirmed: | Yes |
| 19. If No, Why not: | Not Applicable |
| 20. Date of Confirmation of Appointment: | 19 th March, 2019 |

B. EDUCATIONAL BACKGROUND

1. Education Institution Attended with Dates

- | | |
|--|------|
| i. Lagos State Polytechnic, Isolo | 2007 |
| ii. The Federal Polytechnic, Ilaro | 2002 |
| iii. Caleb Educational Consult, Masifa Ile, Osun State | 2025 |

2. Academics and Professional Qualification with Dates/Issuing Authority Class Degree

- | | |
|--|------|
| i. Higher National Diploma (Office Technology & Management)
(Lower class) | 2007 |
| ii. National Diploma (Secretarial Studies) (Upper Class) | 2002 |
| iii. National Business and Technical Examination Board (NABTEB) | 2025 |

3. Other Relevant Qualifications

Nil

C. WORK EXPERIENCE OUTSIDE UNIVERSITY SYSTEM

Industrial and General Insurance Plc, Secretary to the Zonal Director, Lagos & Ibadan	2003-2015
--	-----------

D. WORK EXPERIENCE IN OTHER UNIVERSITY:

Nil

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

Secretary to the HOD of Agricultural Economics and Extension, Ejigbo Campus	2015- 2021
--	------------

Secretary to the HOD of Fisheries & Aquaculture And Wildlife & Ecotourism Management	2021 -2022
---	------------

Secretary to the Dean's Office (FAPM) College of Agriculture and Centre for Pre-Degree	2023 - 2024
---	-------------

Secretary to the HOD of Banking and Finance	2024 – till date
---	------------------

Job Description

- ii. Secretarial duties (computing and preparing official documents, handling correspondence, keeping diaries of official event and record).
- iii. Coordinating other supportive staff
- iv. Office control of equipment, files, properties and fund management (imprest)
- v. Public Relation (Attending to visitors and student, disseminating information and receiving information).
- vi. Clerical duties (Dispatching and Photocopy of Documents)

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE:	Nil
G. MEMBERSHIP OF PROFESSIONAL BODIES:	Nil
H. SERVICE :	
(i) University	
Training: Fire Preventing, Safety and Management	2021
(ii) Community	
Sanitation/Ushering Department	2018 till date
Abundance Grace Pentecostal Church, Osogbo	
(iii) International	Nil
I. PUBLICATIONS :	Nil
J. EXTRA CURRICULUM ACTIVITIES/HOBBIES	Reading and Playing
K. ANY OTHER RELEVANT INFORMATION:	Nil
L. CONFERENCE ATTENDED:	
i. The Nigeria Institute of Professional Secretaries Theme: The effect of modern Office Automation on the productivity of Secretaries.	October 22 – 26, 2019
Osun State University Training Workshop organized for Confidential Secretaries, Executive Officers, Front Desk Officer, Clerical officers and office assistant.	October 13, 2022
ii Participation in a day Annual Workshop for Confidential Secretaries and front Desk Officer Titled: “Building Competency in Professional Secretaries and Front Desk Officer for Organisational growth”	July 20, 2023
iii Association of Professional Secretarial Staff of Nigeria Annual National Conference/Workshop of the Association Theme: Emerging Roles of Secretarial Professionals in Building New Competencies and capabilities	October 16 – 19, 2023

