

CURRICULUM VITAE

A. GENERAL INFORMATION

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| 1. | NAME: | Olufunke Mary BABALOLA (Mrs.) |
| 2. | DATE AND PLACE OF BIRTH: | February 17, 1979, Ajaokuta, Kogi State |
| 3. | GENDER: | Female |
| 4. | NATIONALITY: | Nigerian |
| 5. | STATE OF ORIGIN | Osun |
| 6. | LOCAL GOVERNMENT OF ORIGIN | Obokun |
| 7. | MARITAL STATUS: | Married |
| 8. | NAMES AND AGES OF CHILDREN: | Babalola Timilehin – 16yrs
Babalola Sharon - 13yrs
Babalola Tobiloba - 10yrs
Babalola Temitope -3yrs |
| 9. | NAME AND RELATIONSHIP OF NEXT OF KIN WITH TELEPHONE NUMBER: | Babajide Olusegun Micheal (Brother)
08035283596 |
| 10. | PERMANENT CONTACT ADDRESS: | No 95, Olorunkemi Str.Oke- baale Osogbo |
| 11. | E-MAIL ADDRESS: | babalolaolufunke95@gmail.com
olufunke.babalola@uniosun.edu.ng |
| 12. | CELL PHONE NUMBERS: | 08038279215 |
| 13. | COLLEGE/FACULTY/UNIT | NIL |
| 14. | DEPARTMENT | Registry |
| 15. | POSITION ON FIRST APPOINTMENT: | Office Assistant |
| 16. | PRESENT POSITION AND SALARY: | Administrative Officer II/CONUNASS 7 |
| 17. | DATE OF PRESENT POSITION: | May 4 th , 2026 |
| 18. | IS YOUR APPOINTMENT CONFIRMED? | Yes |
| 19. | IF NO, WHY NOT | N.A |
| 20. | DATE OF CONFIRMATION OF APPOINTMENT | 7 TH April, 2014 |

B. EDUCATIONAL BACKGROUND

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| 1. | EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES: | |
| i. | Osun State University, Osogbo Osun State | 2019-2023 |
| ii. | Our Lady of Apostle Secondary Commercial Grammar School
Odo-Ona, Ibadan | 1991 - 1996 |
| iii. | West African Examination Council, Private Candidate [GCE] | 2000 |
| iv. | West African Examination Council, Private Candidate [GCE] | 2019 |

2.	ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES/ISSUING AUTHORITY	
i.	B.Sc. Human Resource Management (2.1)	2023
ii.	West African Examination certificate	2019
iii.	West African Examination Certificate	2000
3.	OTHER RELEVANT QUALIFICATIONS	NIL
4.	HONORS, AWARDS AND QUALIFICATIONS	NIL
5.	RESEARCH FELLOWSHIP WITH DATES	NIL
C.	WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM	NIL
i.	Federal Radio Corporation of Nigeria {FRCN}, Gold F.M. Ilesa, Osun State.	2008-2010 Duty Continuity Announcer
ii.	Christ the king Academy, Omi-Asoro, Ilesa, Osun state.	2003-2008 French Teacher
D.	WORK EXPERIENCE IN OTHER UNIVERSITY	NIL

E WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- I. **Foundation office:** 2010-2012: Office assistant, attached to the Director of Foundation programme.

Schedule of Duties:

Receiving of incoming mails, filing of mails, photocopying of documents, dispatching of mails.

- II. **Sports office:** 2012-2014: Senior office assistant, attached to the Director of sports,

Schedule of Duties:

Receiving of mails, record keeping, photocopying of documents, dispatching of mails

- III. **Academic planning:** 2014-2018: Head office assistant, attached to the Director of Academic planning.

Schedule of Duties:

Record keeping, Receiving of incoming mails, record keeping, dispatching of mails, oversight of Secretary duties in his absence and carrying out any other assignment that may be given.

- IV. **Vice Chancellor's office:** 2018- May 3rd, 2026: Caretaker/Supervisor, attached to the Director of Vice Chancellor and corporate services:

Schedule of Duties:

Record keeping: Receiving of incoming mails, record keeping, dispatching of mails and carrying out any other assignment that may be given by the Director, Vice Chancellor's Office and Corporate Services.

F	CO-CURRICULAR PROFESSIONAL EXPERIENCE	NIL
G.	MEMBERSHIP OF PROFESSIONAL BODIES	NIL

- H. SERVICE:**
- | | |
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| i. University | NIL |
| ii. Community | NIL |
| iii. National | NIL |
| iv. International | NIL |

J. CONFERENCES ATTENDED WITH DATES:

Maintaining Excellent Records, Mail Handling, Registry Management and Documentation, Bezar Hall, Ota Ogun State.	24 th -27 th , November 2015
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Effective and Efficient personnel Functions for Performance in Office Management	7 th -11 th April, 2025
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EXTRA-CURRICULAR ACTIVITIES: Reading and Teaching English, French and Yoruba Language

- K. SUMMARY OF CONTRIBUTION TO KNOWLEDGE:** NIL

NAMES AND ADDRESSES OF THREE REFEREES:

1. **Mr. A. A. Adeosun**
Director, Directorate of Council Affairs
Osun State University
Osogbo
07030397784
2. **Mr. S. G. Ogungbemi**
Nigeria correctional
Centre, Agodi, Ibadan
Oyo State.
08033903089
3. **Mr. Adedamola Tinubu**
Federal Radio Corporation of Nigeria,
Gold 95.5 F.M. Ilesa,
07031246159

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SIGNATURE

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DATE