

CURRICULUM VITAE

A. GENERAL INFORMATION

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| 1. | Name: | Asiat Oluwaseun, ADESINA |
| 2. | Date and Place of Birth: | 28 June, 1997, Ede |
| 3. | Gender: | Female |
| 4. | Nationality: | Nigeria |
| 5. | State of Origin: | Osun State |
| 6. | Local Government Area: | Ede North |
| 7. | Marital Status: | Married |
| 8. | Names and Ages of Children: | ADESINA, Victoria Erinayo (6 years) |
| 9. | Name and Relationship of Next of Kin: | Jimoh Suliyat Omolade (Sister) |
| | Phone Number: | 0806 288 2336 |
| 10. | Permanent Address: | 10, Ibiyemi Street, Ede, Osun State. |
| 11. | E-Mail Address: | asiatadesina304@gmail.com |
| 12. | Cell Phone Number: | 0816 507 4211/0903 457 6814 |
| 13. | College/Faculty/Unit: | Registry |
| 14. | Department: | Registry |
| 15. | Position on First Appointment with the University: | Support Staff (Confidential Secretary) |
| 16. | Present Position and Salary: | Confidential Secretary 1/CONUNASS 7 |
| 17. | Date of Present Position (Promotion/Regarding): | 5 th January, 2026 |
| 18. | Is Your Appointment Confirmed: | No |
| 19. | If Not, Why Not: | Temporary Appointment |
| 20. | Date of Confirmation of Appointment: | Not Applicable |

B. EDUCATIONAL BACKGROUND

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| 1. | Educational Institutions Attended with Dates: | |
| a. | The Federal Polytechnic, Ede, Osun State
(Higher National Diploma) | 2018 - 2021 |
| b. | The Federal Polytechnic, Ede, Osun State
(National Diploma) | 2015 - 2017 |
| c. | Mapo Arogun Comprehensive High School, Ede,
Osun State | 2009 - 2015 |
| d. | Divine Love Nursery and Primary School, Ifon,
Osun State | 2001 - 2009 |
| 2. | Academic and Professional Qualification with Dates: | |
| a. | HND in Office Technology and Management
The Federal Polytechnic, Ede, Osun State (Upper Credit) | 2021 |
| b. | National Diploma in Office Technology and Management
The Federal Polytechnic, Ede, Osun State (Lower Credit) | 2017 |
| c. | National Business and Technical Examinations Board | 2014 |
| 3. | Other Relevant Qualifications: | |
| | Certified Human Resources Professional | 2022 |

	Post Graduate Diploma in Human Resources Management	2022
	Associate Chartered Institute of Human Resources Management	2022
4.	Honors, Awards and Qualifications:	Nil
5.	Research Fellowship with Dates:	Nil
C.	WORK EXPERIENCE OUTSIDE THE UNIVERSITY:	
a.	Golden Care Comprehensive College, Ede, Osun State Post: Teacher Name of Employer: Mr. Hassan Taiwo Address: Army Barack Area, Oke-Gada, Ede, Osun State	2023
b.	National Youth Service Corps (NYSC) Command Day Secondary School, Ede, Osun State Role: Secretary Name of Employer: Major Yakubu D. S. Address: Army Barack, Oke-Gada, Ede, Osun State	2022
c.	Waspo International Nursery and Primary School, Ede, Osun State Post: Teacher Name of Employer: Ms. Kehinde Loveth Address: Army Barack Area, Oke-Gada, Ede, Osun State	2021
d.	Industrial Training Prospect Model College, Ede, Osun State Role: Teacher and Typist Name of Employer: Mrs. Adepoju Muinat Address: Sagba Area, Ede, Osun State	2017 - 2018
D.	WORK EXPERIENCE IN OTHER UNIVERSITY:	Nil
E.	WORK EXPERIENCE IN OSUN STATE UNIVERSITY:	
a.	Faculty of Nursing Sciences and Department of Human Nutrition and Dietetics Post Held: Support Staff (Confidential Secretary)	Feb. 2025 - Dec. 2025
b.	Department of Radiography and Radiation Science and Department of Medical Laboratory Science Post Held: Support Staff (Confidential Secretary)	Oct. 2023 - Feb. 2025
F.	CO-CURRICULAR PROFESSIONAL EXPERIENCE:	
a.	Chartered Institute of Professional Secretarial Staff of Nigeria, CIPSSON), Osun State University Branch Workshop.	2024

Topic: The Significance of Maintaining Confidentiality and Discretion in Secretarial Duties.

G. MEMBERSHIP OF PROFESSIONAL BODIES:

Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON)	2025
Chartered Institute of Human Resources Management	2022

H. SERVICE:

i. University:	Nil
ii. Community:	Nil
iii. National: National Youth Service Corps (NYSC)	2022
Independent National Electoral Commission CDS Group (NYSC)	2022
iv. International:	Nil

I. PUBLICATIONS: Nil

J. CONFERENCE ATTENDED:

a. 2025 Registry Workshop/Seminar, 3-Day Training Workshop/Lecture, Ekiti State University, Ado-Ekiti, Ekiti State.	2025
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Theme: The Registry as the Fulcrum for Effective Service Delivery in Tertiary Institutions in Nigeria.

b. 4 th Registry Annual Lecture, Osun State University, Osogbo.	2025
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Theme: The Human Touch: Driving University Excellence Through Interpersonal Mastery.
Topic: The Registry as the Heart of University: Cultivating Connection, Collaboration and excellence Through Interpersonal Skills for Effective Institutional Administration.

c. LAUTECH 11 th Registry Discourse,	2025
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Theme: Navigating The Future of The University Administration: Emerging Trends, Complexity and Excellence.

d. 2023/2024 Capacity Building Workshop, College of Health Sciences, Osun State University, Osogbo.	2024
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e. 3 rd Registry Annual Lecture, Osun State University, Osogbo.	2024
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Theme: The Roles of all Stakeholders in University Administration in the 21st Century.
Topic: Current Trends in Synergizing the Roles of Different Stakeholders in Enhancing University Development.

f. 2 nd Registry Annual Lecture, Osun State University, Osogbo.	2023
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Theme: The Roles of Professional University Administrators.

Topic: Promoting Professionalism and Skill-Based Administration of Universities in Nigeria.

- K. EXTRA-CURRICULAR ACTIVITIES:** Reading, Traveling, Praying, Meeting People, Hair Styling, Beading and Decoration.
- L. ANY OTHER RELEVANT INFORMATION:** Proficiency in use of Microsoft Office Suites and Office Equipment.
- M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE:** To apply my skills, knowledge and attributes in order to achieve excellence in the discharge of my duties, collaboration and continuous learning within the team, significantly enhance the productivity and effectiveness of the University and Ultimately, play a key role in preserving, sharing and effectively utilizing knowledge to support the University`s objectives.
- N. REFEREES:**
- a. Prof Emmanuel Olufemi Akanni**
Head of Department,
Department of Medical Laboratory Science,
Osun State University,
Osogbo, Osun State.
0813 059 2493
- b. Mr. John Adebayo**
Deputy Registrar/College Secretary,
College of Health Sciences,
Osun State University,
Osogbo, Osun State.
0803 427 5252
- c. Mrs. Agbaje Suliyat O.**
Chief System Programmer,
Osun State University,
Osogbo, Osun State.
0806 333 2031

Asiat Oluwaseun, ADESINA

SIGNATURE

DATE