

CURRICULUM VITAE

GENERAL INFORMATION

- (1) **NAME:** ANIMASAUN,
Odunola Latifat
- (2) **DATE AND PLACE OF BIRTH:** 27th November,
1981, Iwo
- (3) **STATE OF ORIGIN:** Osun State
- (4) **LOCAL GOVERNMENT OF AREA:** Iwo LGA
- (5) **MARITAL STATUS:** Married
- (6) **NAMES AND AGES OF CHILDREN:**
Ademiluyi Fadekemi (20yrs)
Ademiluyi Adebimpe (16yrs)
- (7) **NAME AND RELATIONSHIP OF NEXT OF KIN** Ademiluyi
Fadekemi (Daughter)
(08132691901)
- (8) **PERMANENT CONTACT ADDRESS:** Plot 21,
Town Planning Office,
Odori, Iwo, Osun State
- (9) **E-MAIL ADDRESS:**
odunolalatifat@gmail.com
odunola.animasaun@uniosun.edu.ng
- (10) **CELL PHONE NUMBER:**
08052588417/08061374915
- (11) **COLLEGE/FACULTY/UNIT:** Registry
- (12) **DEPARTMENT:** Registry
- (13) **POSITION ON FIRST APPOINTMENT:** Confidential
Secretary 1

(14) PRESENT POSITION AND SALARY

Assistant Chief

Confidential Secretary

(GRADE LEVEL AND STEP):

CONUNASS 12 step 5

(15) DATE OF PRESENT POSITION:1st October, 2022**(16) IS YOUR APPOINTMENT CONFIRMED? :**

Yes

(17) IF NO, WHY? :

Nil

(18) Date of Confirmation of Appointment:29th December, 2010**B. EDUCATIONAL BACKGROUND****1. EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES**

(i)Osun State University	2000-2022
(ii)National Open University	2013-2018
(iii)Osun State Polytechnic, Iree	2003 -2005
(iv)Osun State Polytechnic, Iree	1999- 2002
(v)Iwo Grammar School, Iwo	1991- 1997
(vi)D. C. School Jagun-ode, Iwo	1984-1990

2. ACADEMIC QUALIFICATION WITH DATES

(i)M.Sc. Human Resource Management	2022
(ii)B. Sc. Entrepreneurial and Business Management (2 nd Class Upper)	2017
(iii)Higher National Diploma (HND) in Secretarial Administration (Upper Credit)	2005
(iv)National Diploma (ND) in Secretarial Administration (Lower Credit)	2002
(v)National Examination Council (NECO) 2000/2002	

3. Other Relevant Qualifications:

(i) Advance Proficiency Certificate in Secretarial Administration 2013	
(ii) Cisco Networking Academy Certificate in IT Essential:	
(iii)PC Hardware and Software	2013

4. Honours, Awards and Distinctions

Nil

5. Research Fellowships with dates

Nil

- C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM**
- (i) National Youth Service Corps (Bassa LGA, Jos, Plateau State
2005 - 2006
 - (ii) Industrial Attachment at Siemens Company, Ltd, Iyana Isolo
Road, Lagos State 2001-2002

D. WORK EXPERIENCE IN OTHER UNIVERSITIES

Nil

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

Duties

1. Assistant Chief Confidential Secretary (SIWES / ORIM OFFICE)

Oct. 2022 till date

- (a) Provide executive secretarial Support for my boss
- (b) Preparation and typing correspondence
- (c) Manage and keeping confidential and sensitive documents
- (d) Ensuring proper filing retrieval of records
- (e) Organise meetings
- (f) Manage Correspondence
- (g) Attend to Visitors
- (h) Coordinate of office administration
- (i) Perform other assigned duties

2. Principal Confidential Secretary I (University Librarian's Office)

Oct. 2019 to Sept 2022

- (a) Provide executive secretarial Support for my boss
- (b) Preparation and typing correspondence
- (c) Manage and keeping confidential and sensitive documents
- (d) Ensuring proper filing retrieval of records
- (e) Organise meetings
- (f) Manage Correspondence
- (g) Attend to Visitors
- (h) Coordinate of office administration
- (i) Follow up on pending matters to ensure timely response

3. Principal Confidential Secretary II (University Librarian's Office)

Oct. 2016 to Sept 2019

- (a) Preparation and typing correspondence
- (b) Manage and keeping confidential and sensitive documents
- (c) Ensuring proper filing retrieval of records
- (d) Organise meetings
- (e) Manage Correspondence
- (f) Attend to Visitors
- (g) Coordinate of office administration
- (h) Follow up on pending matters to ensure timely response

4. Senior Confidential Secretary (Provost Office, Coll. of Health Sci.) Oct. 2013 to Sept. 2016

- (a) Preparation and typing correspondence
- (b) Manage and keeping confidential and sensitive documents
- (c) Ensuring proper filing retrieval of records
- (d) Organise meetings
- (e) Manage Correspondence
- (f) Attend to Visitors
- (g) Coordinate of office administration
- (h) Follow up on pending matters to ensure timely response

5. Confidential Secretary I (Provost Office, Coll. of Education) Oct. 2008 to Sept. 2013

- (a) Preparation and typing correspondence
- (b) Manage and keeping confidential and sensitive documents
- (c) Ensuring proper filing retrieval of records
- (d) Organise meetings
- (e) Manage Correspondence
- (f) Attend to Visitors
- (g) Coordinate of office administration
- (h) Follow up on pending matters to ensure timely response

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE

Nil

G. MEMBERSHIP OF PROFESSIONAL BODIES

- (i) Association of Professional Secretarial Staff of Nigeria (APSSON) 2022
- (ii) Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON) 2020
- (iii) Nigerian Institute of Professional Secretaries (NIPS) 2013

H. SERVICE

i. University-

- (a) Member of Local Organising Committee the UNESCO-IFCD-UNIOSUN Project, the 2026 UNIOSUN Cultural Carnival.
- (b) Serve as Protocol Officer at Opening Ceremony of Modupe and Folorunso Alakija Medical Research and Training Hospital, commissioned on 15 December, 2025.
- (c) Member of Local Organizing Committee Officer at University's Maiden Annual Lecture on 20 May, 2025.
- (d) Member of Local Organizing Committee for Toyin Falola International Conference on Africa and the African Diaspora, July 1-3, 2025.

(e) Member of Local Organizing Committee on Proposal Writing and Grantsmanship workshop for early career scholars in the Humanities, in conjunction with Osun State University, University of Birmingham, The Nigerian Academy of Letters and Tertiary Education Trust Fund held on 1-2, July 2024.

(f) Participated as resource person in the Pre-Clinical Accreditation Exercise carried out by the Medical and Dental Council of Nigeria in the College of Health Sciences between 8th to 10th May, 2022.

(g) Attended Strategic Planning retreat on the evaluation of the mid-term report of the University Strategic Plan 2012 – 2016 held on 4th – 6th December, 2015 at MicCom Gold Hotel and Resort, Ada, Osun State served as Administrative Secretary.

(h) Served as Secretary to the Library Review Panel Committee from 2016-2018.

ii. Community-

(a) Member Uniosun Muslim Community

(b) Member Ansa-Rudeen Muslim Society, Iwo Branch

(c) Member of Senior Staff Association of Nigerian Universities

(iii) National-

Participated as Proctor in 2026 Joint Admissions and Matriculation Board, 2026.

Nation Youth Service Corps (Bassa Local Government, Jos, Plateau State)

(iv) International

Nil

I. PUBLICATIONS

Nil

J. CONFERENCES ATTENDED

(1) 1st Osun State University Annual Lecture theme: “Interrogation Funding of Education: Global versus Nigerian Perspectives” held on Tuesday, 20th May, 2025.

(2) One day Workshop Organized by Chattered Institute of Professional Secretarial Staff of Nigeria (CIPSSON) Osun State University Branch, with the Theme “**The Significance of Maintaining Confidentiality and Discretion in Secretarial Duties**” held on Wednesday 4th September, 2024.

- (3) One Hour International Webinar with the theme “**Beyond Call: Mastering Proactivity and Initiative for Executive Success**” hosted by Office Dynamics International, USA on Wednesday, 17th April, 2024.
- (4) Ladoké Akintola University of Technology (LAUTECH), Ogbomoso, Registry 4th Seminar Series, with the topic: Managing Nigeria Universities in Times like **These: Quest for Quintessential Administrators and the Art of Mentoring in University Administration** held on 21st March, 2025.
- (5) 3rd UNIOSUN Registry Annual Lecture with the title: **The Role of all Stakeholders in University Administration in the 21st Century**, held on Wednesday August 28, 2024.
- (6) 2nd UNIOSUN Registry Annual Lecture with the title: **Promoting Professionalism and Skill-Based Administration of Universities in Nigeria: Which Way, Whose Place?** Held on Tuesday, 31st October, 2023.
- (7) One Hour International Webinar with the theme “**Communicating in Style with Style**” hosted by Office Dynamics International, USA on Thursday, 15th March, 2023.
- (8) One day Workshop Organized by Association of Professional Secretarial Staff of Nigeria (APSSON) Osun State University Branch, on the Topic “**Building Competency in Professional Secretaries for Organizational Growth**” held on Thursday, 20th July, 2023.
- (9) One-Day Mandatory Training for Confidential Secretaries, Executive Officers, Clerical Officers and Office Assistants in Osun State University, Organized by the University Management held on Thursday, 13th October, 2022 at the Olagunsoye Oyinlola Auditorium.
- (10) 1st UNIOSUN Registry Annual Lecture held on Tuesday, 26th October, 2021 at the Olagunsoye Oyinlola Auditorium.
- (11) International Computer Driver’s Licence Training organized by Tertiary Education Trust Fund (TETFUND) held at Osun State University between Monday, 11th to Friday, 15th October, 2021.
- (12) Attended a Conference titled: **Effect of Modern Office Automation on the Productivity of Secretaries** held at the Federal Polytechnic, Nekede, Owerri, Imo State between 22nd to 26th October, 2019.

- (13) Attended a Conference titled: **The Management & Leadership Programme** held between 25th to 29th July, 2016, at Belmont Square Centre, Rondebosch, Cape Town, South Africa.
- (14) **Moving towards An Open Access Future: The Role of Osun State Library** held at Cisco Centre at Osun State University, Osogbo between 1st to 2nd December, 2015.
- (15) Advance Digital Appreciation Programme for Tertiary Institution (ADAPTI) Organized by International Centre for Information and Communication Technology Studies held Cisco Centre at Osun State University, Osogbo held in November 23rd to 27th, 2015.
- (16) 2015 Mandatory Continuing Professional Development Programme. Theme: **The Secretary/Personal Assistants in Modern Office Management** held between August 17th to 18th, 2015 at Nigeria Institute of Profession Secretaries Training Centre, Lagos State.
- (17) Education: Innovation, Policy Implementation and Challenges held at Osun State University, Osogbo from 8th-12th September, 2014. Organized by CEFWA.
- (18) A 4-days National Workshop on: Enhancing Capacity Building for Secretaries, Executives/Personal Assistances and Front Office Staff, held between 5th to 8th February, 2013 at Bezer Hall, Near Gateway Ota, Ogun State.

K. EXTRA-CURRICULAR ACTIVITIES

Reading and Meeting People.

L. ANY OTHER RELEVANT INFORMATION

Nil

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE

Nil

N. NAMES AND ADDRESSES OF THREE REFEREES

Nil

REFEREES

Prof. Florence Adeoti Yusuf

Department of Arts and Social Sciences Education,
Osun State University,
Osogbo.

Mrs. Sakirat Oluwatoyin Tewogbade

Deputy Registrar,

Council Affairs Unit,
Osun State University,
Osogbo.

Dr. Jacob Olusola Agboola,
Former Rector,
Osun State Polytechnic,
Iree,
Osun State.

Signature:

Date: