

CURRICULUM VITAE
OYEDEJI-AYOOLA OMOWUMI DEBORAH

A. GENERAL INFORMATION

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| 1. Name | OYEDEJI-AYOOLA Omowumi Deborah |
| 2. Date and Place of Birth | 4 th January 1983, Ede |
| 3. Gender | Female |
| 4. Nationality | Nigerian |
| 5. State of Origin | Osun |
| 6. Local Government Area | Ede |
| 7. Marital Status | Married |
| 8. Names and Ages of Children | Ayoola Olamide (14years) and Ayoola Olamilekan (10years) |
| 9. Name and Relationship of the next of kin with telephone number | Olamide and Olamilekan Ayoola (Children), 08038091961 |
| 10. Permanent Address | 8 Ifesowapo Community, Zone 1B, Ota Efun, Osogbo |
| 11. E-mail Address | omowumi.oyedeji-ayoola@uniosun.edu.ng |
| 12. Cell Phone Number | 08038091961 |
| 13. College/Faculty/Unit | DVC Admin and Development |
| 14. Department | Registry |
| 15. Position of First Appointment with the University | Confidential Secretary III |
| 16. Present Position and Salary (Grade (Level and Step) | Principal Confidential Secretary II, CONUNASS 9/4 |
| 17. Date of Present Position (Promotion/Regrading) | 1 st October, 2022, Promotion |
| 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. <u>Education Institution Attended with Dates</u> | |
| i. Osun State University, Okuku Campus, Osun State | 2020-2023 |
| ii. National Open University of Nigeria, Osogbo Study Centre | 2014 -2019 |
| iii. Federal Polytechnic, Ede, Osun State | 2002/2005 |
| iv. Federal Polytechnic, Ede, Osun State | 2006-2008 |
| v. Saint Joseph Secondary School, Aawe | 1992-1998 |

2.	<u>Academic and Professional Qualification with Dates/Issuing Authority and Class of Degree/Grade</u>	
i	M.Sc in Human Resource Management	2023
ii	B.Sc in Entrepreneurial and Business Management	2019
iii	Higher National Diploma (Secretarial Administration)	2008
iv	National Diploma (Secretarial Administration)	2005
v	West African Senior Secondary School Certificate	2003
vi	General Certificate Examination (GCE)	2002
vii	Senior School Certificate Examination	1998

OTHER RELEVANT QUALIFICATIONS

i	Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON)	2019
ii	Nigerian Institute of Management (NIM)	2010
iii	Royal society of Arts (RSA)	2000
iv	Nigeria institute of Certified Secretaries & Reporters	2009
v	Diploma Certificate in Computer	2009
vi	Certificate in Microsoft Excel	2010
vii	Nigerian Institute of Management (NIM)	2010

HONOURS, AWARDS AND QUALIFICATIONS

- Appreciation Letter for being a Resource Person in the Preclinical Accreditation exercise organised by the Medical and Dental Council of Nigeria at the College of Health Sciences, UNIOSUN holding between May 8-9, 2022.

RESEARCH FELLOWSHIP WITH DATES -

NIL

C. WORK EXPERIENCE OUTSIDE UNIVERSITY SYSTEM

i	National Youth Service Corps(NYSC),Office of the Secretary to Niger State Government	2009-2010
ii	One Year Industrial Attachmen, Office of the Secretary to Osun State Government	2005-2006
iii	Mapo Arogun Community Bank,Ede Osun State	2003-2005
iv	Okunlola Chambers, Ilora, Oyo State	2000-2002

D. WORK EXPERIENCE IN OTHER UNIVERSITY

NIL

E. WORK EXPERIENCE IN OSUN UNIVERSITY

- Deputy Vice-Chancellor's Office (Administration) (2017 till date)
Principal Confidential Secretary II

Duties:

- Directly responsible to the Deputy Vice-Chancellor (Administration and Development) for the day-to-day secretarial and administration of the office;
- Keeping Schedule of various appointments and meetings for the Deputy Vice-Chancellor (Administration and Development);
- Manages the flow of visitors or employees who need to see the Deputy Vice-Chancellor (Administration and Development);
- Handling of correspondences meant for the Deputy Vice-Chancellor (Administration and Development);

- v. Performing basic secretarial tasks by typing official letters, minutes, reports and other official correspondences;
- vi. Performing tasks which are related to information management;
- vii. Manages paper and filing systems, handles and routes mails and operates a variety of office machines such as computers, telephones and other office equipment's;
- viii. Monitors dates of meetings, events, engagements and keep the Deputy Vice- Chancellor (Administration and Development) aware of such programs;
- ix. Performing other duties that may be assigned from time to time by other Senior Officers in the Deputy Vice-Chancellor's Office, Registrar and the Vice-Chancellor;
- x. Supervises the junior staff in the Deputy Vice-Chancellor's office.
- xi. Take custody of confidential documents and ensures the maintenance of office equipment.

b. Deputy Registrar, Vice-Chancellor's Office
Senior Confidential Secretary

2016

Duties:

- i. Attending to visitors, enquiries and telephone calls;
- ii. Handling of Correspondences;
- iii. Typing of Official Documents;
- iv. Keeping diary of official activities;
- v. sorting out daily's mails;
- vi. drafts memo and letter
- vii. study incoming mails and sort as necessary
- viii. Other duties assigned by the Head of Unit from time to time

c. College of Law, Ifetedo Campus, Department of Business and Private Law,
2015 (Accreditation of the College of Law programme) June,
Confidential Secretary I

2015

Duties:

- i. Attending to visitors, enquiries by the students;
- ii. Handling of Correspondences;
- iii. Typing of Official Documents;
- iv. Keeping diary of official activities;
- v. sorting out daily's mails;
- vi. Other duties assigned by the Head of Unit within the short time spent

d. Department of Works and Maintenance Unit - December,
Confidential Secretary I

2015

Duties:

- i. Attending to visitors of the Director of the Unit;
- ii. Handling of Correspondences;
- iii. Handling of official documents
- iv. Keeping the office of the Director of Works intact;
- v. Keeping Head of Unit diary and itinerary of official activities;
- vi. Ensuring that official documents are kept intact;
- vii. Processing of memoranda, minutes of the meetings and official letters.

(e) Council Affairs Unit (2012-2015)

Confidential Secretary II

Duties:

- i. Arranging documents for meetings/discussions;
- ii. Handling of daily Correspondences as directed by the Head of Unit;
- iii. Preparation of Council meeting documents for the meeting;
- iv. Preparation of Documents for Registration of Contractors/Consultants;
- v. Attending to the Visitors of the Chairman of Council;
- vi. Keeping the office of the Chairman of Council intact;
- vii. Keeping Head of Unit diary and itinerary of official activities;
- viii. Ensuring that official documents are kept intact;
- ix. Processing of memoranda, minutes of the meetings and official letters;
- x. Attending to visitors, enquiries, telephone calls and other related matters;
- xi. Typing of Minutes of Council meetings and its sub-committees meeting;
- xii. sorting out daily's mails and make sure it was file appropriately;
- xiii. Arranging of boss daily schedule;
- xiv. Supervision of subordinate staff in the General Office of the Unit; and
- xv. Attending to any other duties as may be assigned by the Head of Unit.

(2012)

(f.) Academic Affairs Unit Confidential Secretary III

Duties:

- i. Attending to visitors, student's enquiries and telephone calls;
- ii. Handling of Correspondences;
- iii. Typing of Official Documents;
- iv. Keeping diary of official activities;
- v. Sorting out daily's mails;
- vi. Brings up documents for meeting of Senate and other Committee's meeting.

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE

- i Information Management Skill
- ii Communication Skill

G. MEMBERSHIP OF PROFESSIONAL BODIES

- i. Nigerian Institute of Certified Secretaries and Reporters
- ii Nigerian Institute of Management (NIM)
- iii Cadet Marshal, Federal Road Safety Corps (NYSC Road Safety Club)
- iv Chattered Institute of Professional Secretarial Staff of Nigeria (CIPSSON)

H. SERVICE

- i. **University**
- ii. **Community**
- iii. **National**
 - i. National Youth Service Corps (NYSC), Office of the Secretary to Niger State Government, Niger State.
 - ii. Invigilator, Unified Tertiary Matriculation Examination (2011, 2012 and 2013)

NIL

NIL

I. PUBLICATIONS

- i. Factors Inhibiting the Promotions of Professional Secretaries to Management Positions(A case study of Local Government Civil Service Commission, Osun State) (UNPUBLISHED) being an HND Project, August, 2008
- ii. The Impact of Correspondence Management in an Organization(A case study of Unilever Plc& First Bank Plc)(UNPUBLISHED) being an ND project, October, 2005

J. CONFERENCE ATTENDED

- i. Online participation of the 11th Annual Registry Discourse organised by the Registry Department of Ladoke Akintola University, Ogbomosho on Wednesday, May 14th, 2025
- ii. The Significance of Maintaining Confidentiality and Discretion in Secretarial duties organised by the Chattered Institute of Professional Secretarial Staff of Nigeria (CIPSSON), UNIOSUN Chapter on Wednesday, 4th September, 2024
- iii. REGISTRY SYNERGISTIC GATHERING organised for the Registry Staff of Osun State University by the office of the Registrar on August, 2024
- iv. Building Competency in Professional Secretaries for Organisational Growth, held on Thursday, 20th July, 2023 by Association of Professional Secretarial Staff of Nigeria (APSSON NOW CIPSSON) at UNIOSUN, Osogbo Main Campus..
- v. Protecting and enhancing the future of secretarial profession in Nigeria organised by the Association of Professional Secretarial Staff of Nigeria (APSSON) at Lafajaji Hall, State General Hospital, Ilorin, Kwara State from 4th to 8th October, 2021.
- vi. Understanding the fundamental of institutional governance ethics and public service value metality; The expected ethical conduct and leadership role of the university employees towards an ethnically sound institution in the change era' organised by the Centre for ethics and self value orientation interanational anti-corruption NGO in collaboration with UNIOSUN for staff of the university held at Olagunsoye Oyinlla Auditorium, Osun State University Main Campus, Osogbo on 12th Mach, 2020.
- vii. Computer Application to Records Managementorganized by the Administrative Staff College of Nigeria between Monday, 2nd September to Friday, 6th September, 2019 at ASCON, Topo, Badagry, Lagos State.
- viii. The Computer Application to Secretarial Functions organized by the Administrative Staff College of Nigeria between Monday, 30th November to Friday, 4th December, 2015 at ASCON, Topo, Badagry, Lagos State.
- ix. Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) organized by Digital Bridge Institute, Venue: Osun State University, Osogbo, December 2015;

x. Law and Procedures of Meetings and Minutes taking for Secretaries, Personal/Executive Assistant Nigeria Institute of Professional Secretaries (NIPS) Training, Ikorodu, Lagos State, between November 12th to 16th, 2012.

xi. Monthly Capacity Building Workshop Organized by Osun State University, Osogbo – 2010 till Date;

K. EXTRA CURRICULAR ACTIVITIES

Reading, Travelling, Meeting people and Listening to Music

L. ANY OTHER RELEVANT INFORMATION

I see myself as an image maker; I have skills and Professional experience to the best of my ability in the performance of my duties and creating a good image about the University.

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE

NIL

N. REFEREES

- i. **Professor Bello Afeez Adefemi**
Deputy Vice-Chancellor, Administration and Development
Osun State University, Main Campus
Osogbo, Osun State
08062481383
- ii. **Mr Shittu Abdulgafar Adebayo**
Director, Directorate of General Administration
Osun State University, Osogbo
08063215595
- iii. **Mr Abiodun Adesoji**
Registrar
Osun State College of Education
Ila-Orangun
Osun State
08033955109