

# CURRICULUM VITAE

## A. GENERAL INFORMATION

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|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1. Name:                                                          | <b>OLAYIOYE Timothy Akintayo</b>                                                                     |
| 2. Date and Place of Birth:                                       | 22 <sup>nd</sup> November, 1984, Ode-Omu                                                             |
| 3. Gender                                                         | Male                                                                                                 |
| 4. Nationality                                                    | Nigerian                                                                                             |
| 5. State of Origin                                                | Osun                                                                                                 |
| 6. Local Government Area                                          | Ayedaade                                                                                             |
| 7. Marital Status:                                                | Married                                                                                              |
| 8. Names and Ages of Children:                                    | (i) Olayioye Israel 10year,<br>(ii) Olayioye Hephzibah 7years<br>(iii) Olayioye Oluwasemilore 3years |
| 9. Name and Relationship of Next of Kin<br>With telephone number: | Mrs Olayioye Olamide Omolara (Wife)<br>(07062650742)                                                 |
| 10. Permanent Address:                                            | No. 3, WAEC Round-About, Awosuru<br>Area, Alekuwodo, Osogbo                                          |
| 11. E-mail Address:                                               | timothy.olayioye@uniosun.edu.ng                                                                      |
| 12. Cell Phone Number:                                            | 08062924400                                                                                          |
| 13. College/Faculty/Unit:                                         | Registry                                                                                             |
| 14. Department:                                                   | Registry                                                                                             |
| 15. Position on first Appointment with the University:            | Confidential Secretary III                                                                           |
| 16. Present Position and Salary (Grade Level and step:            | Administrative Officer II/CONUNASS 7 <sup>2</sup>                                                    |
| 17. Date of Present Position(Promotion/Regrading):                | 4th May, 2026/Conversion                                                                             |
| 18. Is your Appointment Confirmed?                                | Yes                                                                                                  |
| 19. If No, Why Not:                                               | Not Applicable                                                                                       |
| 20. Date of Confirmation of Appointment:                          | 6 <sup>th</sup> November, 2016                                                                       |

## B. EDUCATIONAL BACKGROUNG

### 1. Educational Institutions Attended with Dates

- Osun State University, Osogbo

2023 – 2025

- ii. Osun State University, Osogbo 2016 – 2022
- iii. Osun State Polytechnic, Iree, Osun State 2003 – 2006
- iv. Osun State Polytechnic, Iree, Osun State 2007 – 2009
- v. Excellent Computer College, Osogbo Osun State 2009
- vi. Olufi High School, Gbongan, Osun State 1995 – 2001

**2. Academic and Professional Qualification with Date/Issuing Authority and Class of Degree**

- i. M.Sc. Human Resource Management 2025
- ii. B.Sc. Industrial Relations and Personnel Management (2<sup>nd</sup> class upper) 2022
- iii. Higher National Diploma (Lower Credit) 2009
- iv. National Diploma (Lower Credit) 2006
- v. Diploma in Desktop Publishing and Database Management 2009
- vi. Senior School Certificate Examination (WAEC) 2002

**3. Other Relevant Qualifications:** Nil

**4. Honors, Awards and Qualifications:** Nil

**5. Research Fellowship with Dates** Nil

**C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM**

- i. Independent National Electoral Commission (INEC) , Osogbo 2011**

*Adhoc Staff as Presiding Officer*

**Responsibilities**

- i. Registering of Voters
- ii. Accrediting of voters before voting

- ii. Government Day Junior Secondary School, Tambuwal, Sokoto State 2010**

*Computer Science Teacher (NYSC)*

**Responsibilities**

- i. Computer Application
- ii. Business Studies

- iii. National Assembly, Abuja**
- Personnel Management Department (IT) 2007

**Responsibilities**

- i. Filing of documents
- ii. Creating and maintaining filling system
- iii. Copying of document for mailing or for internal distribution
- iv. Filling all committee correspondence received and copies of replies sent

**D. WORK EXPERIENCE IN OTHER UNIVERSITY :** NIL

**E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY, OSOGBO**

|       |                                                                       |                                 |
|-------|-----------------------------------------------------------------------|---------------------------------|
| i.    | Conf. Secretary to the Faculty of Renewable Natural Resources Mgt     | 2023- 3 <sup>rd</sup> May, 2026 |
| ii.   | Secretary to Faculty Entrepreneurship Committee (FAP&M))              | 2022-2023                       |
| iii.  | Secretary to Faculty Quality Committee (FAP&M)                        | 2021-2023                       |
| iv.   | Secretary to UNIOSUN Football Team                                    | 2018–till date                  |
| v.    | Confidential Secretary to the Faculty of Agric Production and Mgt     | 2021 – 2023                     |
| vi.   | Confidential Secretary to the Department of Agronomy                  | 2016 – 2021                     |
| vii.  | Confidential Secretary to the Academic Affairs Unit                   | 2012 – 2016                     |
| viii. | Confidential Secretary to the Department of Obstetrics and Gynecology | 2011 – 2012                     |

**Responsibilities**

1. Word processing as required by the Dean of faculty
2. Typing of letters, memos, minutes as directed by / Dean of faculty
3. Act as secretary to the Dean of faculty
4. Maintaining effective record and administration
  - i. Filing of documents
  - ii. Creating and maintaining filing system
  - iii. Copying of document for mailing or for internal distribution
  - iv. Filing all committee correspondence received and copies of replies sent
5. Communication and correspondence
6. Reception duties
  - i. Front line greeting of all visitor or students to the faculty
  - ii. Directing of visitors or students of the faculty to the Dean of faculty or other lecturers
  - iii. Keeping faculty's seal or stamp.
  - iv. Supervision of junior staff
7. Other duties as assigned by the Dean of faculty.

**F. CO-CURRICULAR PROFESSIONAL EXPERIENCE:** NIL

**G. MEMBERSHIP OF PROFESSIONALS BODY:**

- i. Member, Association of Professional Secretarial Staff of Nigeria (APSSON)

**H. SERVICE**

- (i) University
- (ii) Community:
  - i. Secretary to Zone 12 Community. Oke-Arungbo Area, Osogbo

- ii. Sunday School Teacher, Gospel Faith Mission International,Rail-Line Assembly,Alekuwodo, Osogbo
- (iii) National
- (iv) International

**I. PUBLICATIONS** Nil

**J. CONFERENCES ATTENDED**

- i. Institute of Chartered Secretaries and Administrators of Nigerian Titled: Effective Office Administration and Management November, 2015
- ii. Nigerian Institute of Professional Secretaries Titled: Communication Skills 2015
- iii. Workshop on Advanced Digital Computer Appreciation Programme for Tertiary Institution organized by Osun State University, Osogbo. 2020
- iv. Workshop on creating enabling climate for thriving of secretarial profession in nigeria, Organised by the Association of Professional Secretarial Staff of Nigeria (APSSON) 2022
- v. Service Capacity in total electronic office management operation organised by the Lagos State Chapter, Nigerian Institute of Public Relations 2025

**K. EXTRA-CURRICULAR ACTIVITIES:** Reading of Christian Literature, Playing Football,

**L. ANY OTHER RELEVANT INFORMATION** Nil

**M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE** Nil

**REFEREES:**

- i. **Professor M.O. Ipinmoroti**  
Provost, College of Agriculture,  
Osun State University,  
College of Agriculture, Ejigbo  
[mabel.ipinmoroti@uniosun.edu.ng](mailto:mabel.ipinmoroti@uniosun.edu.ng)  
08028871853
- ii. **Dr. W.A. Lamidi**  
Head of Department,  
Agricultural Engineering,  
Osun State University, Osogbo  
[agunbiade.lamidi@uniosun.edu.ng](mailto:agunbiade.lamidi@uniosun.edu.ng)  
08062085175
- iii. **Dr A. A. Adewumi**  
Dean, Faculty of Renewable Natural Resources Management  
College of Agriculture,  
College of Agriculture, Ejigbo  
[abraham.adewumi@uniosun.edu.ng](mailto:abraham.adewumi@uniosun.edu.ng)  
08033892732

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Staff Name

Signature

Date