

## CURRICULUM VITAE

### A. PERSONAL DATA

1. Name: Olajide Abel **OLASUPO**
2. Date of Birth/Place: November 28, 1980 / Modakeke, Osun State.
3. Gender: Male
4. Nationality: Nigerian
5. State of Origin: Osun
6. Local Government Area: Ife-East
7. Marital Status: Married
8. Names and Ages of Children:  
Taiwo Damilare OLASUPO (6 years old)  
Kehinde Damilola OLASUPO (6 years old)  
Ruth Testimony OLASUPO (13 years old)
9. Name and Relationship of Next of Kin: Biola Christiana OLASUPO  
(Wife) 07038824517
10. Permanent Address: Back 18, Ogo Street, Oke Amoola Area  
Modakeke, Ife-East, Osun State.
11. E-mail Address: jideolasupo@uniosun.edu.ng
12. Cell Phone Number: +2348039100184
13. College/Faculty/Unit: Bursary / Expenditure Control Unit
14. Department: Bursary
15. Position on First Appointment: Accountant II
16. Present Position (Grade Level & Step): Accountant I / CONUNASS 8 Step 4
17. Date of Present Position (Promotion/Regrading): August 5, 2024
18. Is your Appointment Confirmed: Yes
19. If No, Why Not: Not Applicable

**B. EDUCATIONAL BACKGROUND****1. Educational Institutes Attended with Dates**

| <b>Institution</b>                                       | <b>Dates</b> |
|----------------------------------------------------------|--------------|
| a. Institution of Chartered Accountant of Nigeria (ICAN) | 2025         |
| b. Obafemi Awolowo University, Ife                       | 2014-2017    |
| c. Renic College, Gowon Estate Egbeda, Lagos State       | 2002-2003    |
| d. United Salako, Ife-North                              | 1989-1995    |

**2. Academic and Professional Qualifications Obtained with Dates**

| <b>Qualifications</b>                                              | <b>Dates</b> |
|--------------------------------------------------------------------|--------------|
| a. Association of Chartered Accountant (ACA)                       | 2026         |
| b. Bachelor of Science in Accounting (Second Class Lower Division) | 2017         |
| c. National Diploma in Accountancy (Upper Credit)                  | 2007         |
| d. West Africa Examinations Council                                | 2003         |
| e. Primary School Leaving Certificate                              | 1995         |

3. Other Relevant Qualification: Nil

4. Honors, Awards and Qualification: Nil

5. Research Fellowship with Dates: Nil

**C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY WITH DATE**

i. **Standard Group of School (Account Officer)**

2017-2020

Duties

- a. Monitoring and recording of financial transactions.
- b. Reconciliation of account.
- c. Verification of payments.
- d. Reconciliation of monthly salary.
- e. Filing of documents relating to monthly salary.
- f. Local money transfer.
- g. Receiving and payments of cash into the school accounts
- h. Opening of new accounts when necessary and relating with bankers.

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

Nil

**E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY WITH DATES**

| Institution                      | Post          | Date            |
|----------------------------------|---------------|-----------------|
| a. Osun State University, Osogbo | Accountant II | 2020-2025       |
| b. Osun State University, Osogbo | Accountant I  | 2025- Till Date |

**Nature of Duties in Osun State University (Stating Job Description for Each Post) and Salary**

i. **Bursary Department: Cash Office**

**Accountant II / (CONTISS 7 Step 2)**

Duties

- a. Issue of receipts for payments into the University's Internally Generated Revenue (IGR) account.
- b. Maintain cheque books and receipt booklets.

- c. Generate revenue for the University during events such as convocation.
- d. Issue cheques to contractors after due approval.
- e. Reconcile daily and monthly bank balances using bank statements.
- f. Process and forward approved payment schedules to banks.
- g. Process payment vouchers using the ADMON financial management software.
- h. Prepare and submit monthly IGR reports to relevant units and the Audit Department.
- i. Open new account as authorized by the University.
- j. Maintain effective working relationships with colleagues.
- k. Issue school fee receipts to students.
- l. Any other duties assigned by superior officer (Head of Unit)

## **ii. Bursary Department: Expenditure Control Unit**

### **Accountant I / (CONUNASS 8 Step 4)**

#### Duties

- a. Prepare payment vouchers after vice-chancellor's approval.
- b. Verify and review payment vouchers for accuracy and completeness.
- c. Compile monthly Internally Generated Revenue (IGR) reports for budget preparation.
- d. Prepare and submit quarterly financial reports.
- e. Participate in the University's annual budget preparation.
- f. Assist in preparing monthly and quarterly financial returns.
- g. Liaise with staff and contractors on payment related matters.
- h. Issue receipts for contractor and staff registrations for reconciliation.

- i. Prepare and remit statutory deductions (e.g., VAT and Withholding Tax) to FIRS and Osun State Internal Revenue Services.
- j. Prepare TETFUND payment vouchers and assist in TETFUND financial returns.
- k. Perform other duties assigned by the Head of Unit or other superior officers.
- l. Prepare monthly Imprest vouchers for Colleges, Faculties, Departments, and other Units to facilitate approved operational and administrative expenditures.
- m. Process the retirement and reconciliation of Imprest vouchers, ensuring all supporting documents are complete and comply with the University's financial regulations.

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

**G. MEMBERSHIP OF PROFESSIONAL BODIES:**

Institution of Chartered Accountant of Nigeria (ICAN) 2025

**H. SERVICE**

i. National:

ii. International: Nil

**I. PUBLICATIONS:** Nil

**J. CONFERENCES ATTENDED WITH DATES**

- a. Training on Admon Software BISM (Receipt and Payment) Cash Officer March, 2021
- b. Training on Accounting Manual for Bursary Staff of Osun State University 15<sup>th</sup> & 16<sup>th</sup> December, 2021 held at Osun State University multi-purpose hall. Dec. 2021

**K. EXTRA-CURRICULAR ACTIVITIES**

- a. Self-development
- b. Football
- c. Travelling

## **L. ANY OTHER REVELANT INFORMATION IN SUPPORT OF APPLICATION**

- a. Detail Oriented, Effective Organizer and Resourcefulness
- b. Precision and Accuracy.
- c. Time Management and Multi-Tasking
- d. Proactive and Self Motivated
- e. Computer Skills
- f. Confidentiality
- g. Teamwork
- h. Adaptability

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

As an Accountant in the Bursary Department of Osun State University, I continue to broaden my knowledge and professional competence in public sector financial management. My experience in the Cash office and Expenditure Control Unit has enhanced my understanding of revenue generation, expenditure control, budget preparation, payment processing, bank reconciliation, financial reporting, statutory remittances and internal control procedures. I have also improved my proficiency in using ADMON and Microsoft Excel while ensuring accuracy, transparency, accountability, and compliance with the University's financial regulations.

## **N. REFEREES**

- i. Mr. Feruke R. Bolarinwa  
Former Bursar  
Osun State University,  
Osogbo.  
bholatiti@gmail.com  
08037200498
- ii. Mr. Abiodun AKINSOLA  
Executive Officer,

National Identity Management Commission.  
akinsolabiodun70@gmail.com  
08158593947

- iii. Mr. Sunday Abiodun DAIRO  
Proprietor,  
Standard Group of Schools,  
Moro,  
Osun State.  
dairosunday009@gmail.com  
08139345775

**Olajide Abel OLASUPO**  
**Staff Name**

**Signature**

**Date**