

CURRICULUM VITAE

A. GENERAL INFORMATION

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| 1. NAME: | MAKINDE-OJO, YETUNDE ADEOLA EUNICE |
| 2. DATE & PLACE OF BIRTH: | Erinmo –Ijesa, 15th of January 1976 |
| 3. GENDER: | Female |
| 4. NATIONALITY: | Nigerian |
| 5. STATE OF ORIGIN: | Osun State |
| 6. Local Government Area: | Oriade |
| 7. MARITAL STATUS: | Married |
| 8. NAME AND AGES OF CHILDREN: | Makinde- Ojo Samuel (24years) |
| 9. NAME AND RELATIONSHIP OF:
NEXT OF KIN WITH PHONE NUMBER: | Makinde-Ojo Samuel Bolade (Son)
08033793828 |
| 10. PERMANENT CONTACT ADDRESS: | No 6, Woleola Estate behind GTbank, Osogbo. |
| 11. E-MAIL ADDRESS: | amakindeojo@yahoo.com |
| 12. CELL PHONE NUMBER: | 08067394986, 08033793828 |
| 13. COLLEGE/FACULTY/UNIT | Payroll |
| 14. DEPARTMENT: | Bursary |
| 15. POSITION ON FIRST EMPLOYMENT: | Account Officer |
| 16. PRESENT POSITION & SALARY: | Deputy Bursar |
| 17. DATE OF PRESENT POSITION: | 1 st October, 2021. |
| 18. IS YOUR APPOINTMENT COFIRMED? YES/NO: | Yes |
| 19. IF NO WHY NOT? | N/L |
| 20. DATE OF CONFIRMATION OF APPOINTMENT: | 13 th June, 2012 |

B. EDUCATIONAL INSTITION ATTENDED WITH DATE

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|------|---|------|
| i. | Obafemi Awolowo University Ile – Ife | 2001 |
| ii. | Our Lady of Apostle Mary Way Odo - Ona, Ibadan | 1989 |
| iii. | St. Michael primary School, Apata Ganga, Ibadan | 1984 |

ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES AND ISSUING AUTHORITY

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|------|--|------|
| i. | Osun State University M.Sc. Accounting | 2022 |
| ii. | Associate of chartered accountant (ACA) (ICAN) May | 2012 |
| iii. | B.sc Accounting OAU Ile Ife 2 nd Class upper division | 2000 |
| iv. | Institute of Chartered Accountant of Nigeria (ICAN) AAT | 1997 |
| v. | General School Certificate (G. C. E.) | 1994 |
| vi. | Primary School Leaving Certification | 1984 |

C. WORKING EXPERIENCE OUTSIDE THE UNIVERSITY

A. Adebola Nigeria Enterprises	(Book-keeper)	-	2001-2002
B. Ataoja School of Science, Oshogbo	(Teaching)	-	2004-2006
C. Christ Africa Church Grammar school	(Teaching)	-	2006-2008

D. WORK EXPERIENCE IN OTHER UNIVERSITIES

NIL

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

CASH BOOK MANAGEMENT AND RECONCILIATION 2009-2011

Duties:

- i. Reconciliation monthly bank statement
- ii. Daily posting and updating cash book
- iii. Keeping and management of investment cash book
- iv. Preparation of journal voucher
- v. Management and maintenance of cash advance
- vi. Preparation of staff training and development
- vii. Preparation of library books
- viii. Preparation of Laboratory Equipment report

Budget and Expenditure - January 2012- 5TH May 2015

DUTIES:

- i. Preparation of payment voucher
- ii. Monthly returns to Accountant General Office
- iii. Maintenance of Assets Register
- iv. Maintenance of departmental vote expenditure account.
- v. Any other duties as may be directed by the Bursar.

**COLLEGE ACCOUNTANT (COLLEGE OF SET, HEALTH SCIENCES AND POST GRADUATE) 5TH MAY 2015
TO SEPTEMBER 2017**

Duties:

- i. Maintenance of College Imprest Account
- ii. Issuing of Students Receipts
- iii. Reconciling Students Account
- iv. Maintenance of College Venture/ IGR Account
- v. Maintenance of Departmental Vote Expenditure Analysis
- vi. Handling of college casual workers Monthly Allowance

- vii. Writing and presentation of College Financial Report
- viii. Maintenance of Staff training and Development schedule
- ix. Preparation of schedules as directed by Head of Unit, Provost/Dean and Bursar

HEAD, COLLEGE ACCOUNTS AND COLLEGE ACCOUNTANT OF HEALTH SCIENCES, POST GRADUATE AND CENTRE FOR PART TIME ACCOUNTANT SEPTEMBER 2017 TILL DATE

- i. Maintenance of College and university Imprest Account
- ii. Raising of monthly journals on central, units and college imprest
- iii. Maintenance of College Imprest Account
- iv. Issuing of Students Receipts
- v. Reconciling Students Account
- vi. Maintenance of College Venture/ IGR Account
- vii. Maintenance of Departmental Vote Expenditure Analysis
- viii. Handling of college casual workers Monthly Allowance
- ix. Writing and presentation of College Financial Report
- x. Maintenance of Staff training and Development schedule
- xi. Preparation of schedules as directed by Head of Unit, Provost/Dean and Bursar

Payroll unit

- i. Preparation of Monthly salaries and other emoluments due to all staff
- ii. Preparation and submission of monthly nominal roll to the Ministry of Finance
- iii. Preparation of monthly journal for the writing up of final accounts
- iv. Working on Firstpay platform of Remita for E-payment
- v. Working at the state secretariat for salary processes on the integrated payroll
- vi. Providing personnel cost implication for budget estimations
- vii. Liaising with Chams now SIFMIS for resolution of salary issues monthly
- viii. Preparation and payment of monthly pension deductions
- ix. Preparation of P.A.Y.E and other statutory returns to O.S.I.R.B
- x. Liaising and providing information required by external auditors
- xi. Computation of tax deductions for tax clearance
- xii. Keeping adequate record of all staff in both hard and soft copies
- xiii. Other duties as assigned by Bursar

D. PROFESSIONAL BODY

- i. Member of Associate Accounting Technician (AAT) (ICAN)
- ii. Member of Institute of Chartered Accountant of Nigeria (ICAN)

SERVICE

Association of Vice- Chancellor of Nigeria University (AVCNU) April 2010 **University (support)**

NATIONAL

National Youth Service Corps (Ministry of Education, Oshogbo.

JAMB PROCTOR 2021

E. CO-CORRICULAR ACTIVITIES

- i. Financial Secretary, Institute of Chartered Accountants of Nigeria women chapter (SWAN), Osun and Districts' Society August 2018 – till date.
- ii. Member, Committee on tuition review 2017.
- iii. Watching Football and Reading

WORKSHOPS/CONFERENCES/SEMINARS/TRAINING ATTENDE

- i. Annual Accountant Conference 2024
- ii. International Public Sector Accounting Standard (IPSAS) training, 12th and 13th April, 2023
- iii. 52nd Annual Accountants' Conference - Adopting Sustainability for Economic Prosperity from 10th to 14th, October, 2022
- iv. TETFUND/ICDL Training, from 11th to 15th October, 2021
- v. 34th Conference of Association of Vice Chancellors of Nigerian University, held in University of Ibadan, from 25th to 27th August, 2019
- vi. 13th ICAN Western Zonal Conference organized by Ikorodu District Society of the Institute of Chartered of Nigeria 5th to 8th March, 2019
- vii. 48th Annual Accountants' Conference – Securing our shared future: A collective Responsibility from 1st to 5th October, 2018, Abuja
- viii. 11th ICAN Western Zonal Districts' Conference of The Institute of Chartered Accountants of Nigeria with the Theme **“Democracy and the crisis of Accountability in Nigeria”** held at the Welcome Centre Hotel, Muritala Muhammed International Airport Road, Lagos between 13th to 16th February, 2017.
- ix. 46th Annual Accountants Conference on **“Accountability Now. Nigeria”** held at the International Conference Centre, Abuja between 10th and 14th October, 2016.
- x. In-house workshop on **International Public Sector Accounting Standards (IPSAS)** held at Olagunsoye Oyinlola Auditorium, Osun State University, Osogbo, Osun State, Nigeria between 18th and 21st July, 2016.
- xi. **9th Western Zonal Districts' Conference “Ogbomoso/Oyo 2015” tagged Security, Governance and National development: Issues, Challenges and Implications for Professionals** organized by the Institute of Chartered Accountants of Nigeria at the Plaza de Aruna Hotel, Opp. Eleekar

a market , Oyo between 2nd and 5th of March, 2015.

- xii. **International conference on Accounting and finance 2014 Organised by TIIKM CONF**
ERENCES in Colombo, Sri Lanka 06th – 07th May 2014
- xiii. **44th Annual Accountants Conference on “Accountability Now. Nigeria”** held at the Inte
rnational Conference Centre, Abuja between 8th and 12th October, 2014.
- xiv. **World Congress of Accountant November 2014**
- xv. **Governance and Sustainable Development: 43rd Annual Accountant Conference** organized by
the Institute of Chartered Accountants of Nigeria, held at the International Conference Centre
, Abuja between 7th and 11th October, 2013.
- xvi. **Information Technology:** Institute of Chartered Accountants of Nigeria; Mandatory Continuin
g Professional Education (MCPE) held at Lagos Airport Hotel between 17th and 18th July, 2013
- xvii. **Public Sector Budgeting Challeges of implementation and monitoring for proper usage;** Org
anised by the institute of chartered Accountant of Nigeria, the Lagos and districts society hel
d between 23rd April to 26th April 2013
- xviii. **Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI)** training held b
etween 13th- 17th, May 2013 at Obafemi Awolowo University, Ile-Ife by Digital Bridge Institut
e.
- xix. **International financial Reporting Standards IFRS COMPREHENSIVE;** Three days training
between 10th -12th December 2013
- xx. **GOOD BUDGETING AND IMPLEMETATION ;** Organised by Ministry of finance, Economic planni
ng and Budget in osun state held from 18th – 20th July ,2012
- xxi. **Computer Fundamentals:** A Technology Competence Initiative (TCI) programme of 40 hours p
ractical IT training organized by the Institute of Chartered Accountants of Nigeria held at A J Sil
icon Agidingbi, Ikeja, Lagos and completed on the 8th of August, 2012.
- xxii. **Use of Accounting Packages:** Technology Competence Initiative (TCI) programme of 24hours
practical IT training organised by the Institute of Chartered Accountants of Nigeria held at A J
Silicon Agidingbi, Ikeja, Lagos and completed on the 10th August, 2012.
- xxiii. **Use of Auditing Packages:** Technology Competence Initiative (TCI) programme of 24 hours pr
actical IT training organised by the Institute of Chartered Accountants of Nigeria held at A J Sili
con Agidingbi, Ikeja, Lagos and completed on the 12th August, 2012.

EXTRA CURRICULAR ACTIVITIES

Singing, Travelling and watching Football

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Name

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Signature

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Date

1. Mr. Feruke Bolarinwa (FCA)

Former Bursar,

Osun State University

Osogbo, Osun State

0808

2. Hammed Adams Olugbenga

Deputy Bursar

Osun State University

Osogbo, Osun State

3. Mr Adeosun A, A

Deputy Registrar Osun state University

Osogbo