

CURRICULUM VITAE

A. GENERAL INFORMATION

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| 1. Name: | Ademola Paul ADEOLA |
| 2. Date and Place of Birth: | 06/06/1979 |
| 3. Gender | Male |
| 4. Nationality: | Nigerian |
| 5. State of Origin: | Osun |
| 6. Local Government Area: | Ilesa West |
| 7. Marital Status: | Married |
| 8. Names and Ages of Children: | James Ifeoluwa (19years) Mary
Oluwanifemi (17years) |
| 9. Name and Relationship of the next of Kin
with Telephone Number: | Mrs Adeola Bernice Oluwakemi/08060929005 |
| 10. Permanent Address: | 83, Surulere Community, Owode Ilesa
Road, Osogbo. |
| 11. E-mail Address: | ademola.adeola@uniosun.edu.ng |
| 12. Cell Phone Number: | 08037849218 |
| 13. College/Faculty/Unit: | Directorate of Internal Audit |
| 14. Department: | Vice Chancellor's Office |
| 15. Position on First Appointment with the University: | Assistance Executive Officer (AEO) Audit |
| 16. Present Position and Salary (Grade Level and Step): | Executive Officer (EO) Audit |
| 17. Date of Present Position (Promotion/Regrading): | 1 st October, 2022 |
| 18. Is your Appointment Confirmed: Yes/No | Yes |
| 19. If No, Why Not: | Nil |
| 20. Date of Confirmation of Appointment: | May 4, 2023 |

B. EDUCATIONAL BACKGROUND

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| 1. Educational Institutions Attended With Dates: | |
| i. Ladoke Akintola University, Ogbomoso | 2014 – 2017 |
| ii. Osun State Polytechnic Iree | 2002 – 2004 |
| iii. Osun State Polytechnic Iree | 1998 – 2000 |
| iv. Eripa Community High School, Eripa | 1991 – 1996 |
| v. AUD Primary School, Iseyi , Oyo State | 1984 -- 1989 |
| 2. Academic and Professional Qualification with Dates/Issuing Authority and Class of Degree/Grade Level must
be indicated: | |
| vi. BSc Accounting with Second Class (Hons.) (Lower Division) | 2016 |
| vii. Higher National Diploma in Accounting (Lower Credit) | 2004 |
| viii. National Diploma in Accounting (Lower Credit) | 2000 |
| ix. 'O' Level Certificate (WAEC) | 2012 |
| x. Primary Six Leaving School Certificate | 1989 |
| 3. Other Relevant Qualifications : | |
| ICAN (In view) | |
| 4. Honors, Awards and Qualifications: | Not Applicable |
| 5. Research Fellowship With Dates | Not Applicable |

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM:

- xi. Agric Mechanization, Ikirun now in Ilobu Road, beside Governor's House, Osogbo
(Account Section as IT Student) 2001
- xii. Insit-Ibom Local Government, Akwa-Ibom State.
(National Youth Service Corps (NYSC) (Copper Liaison Officer) CLO 2004
- xiii. Federal Ministry of Works, beside Police Head Quarter Ilobu Road, Oke-Fia, Osogbo
(Account Officer) 2007- 2010

D. WORK EXPERIENCE IN OTHER UNIVERSITY: Not applicable

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

- i. Executive Officer (Internal Auditor) 1st October, 2022 to Date

Responsibilities:

1. Conducting of Physical Verification of all purchase Items
2. Sighting of ongoing projects
3. Conducting and preparing of Quarterly imprest of Ipetu-Ijesa Campus
4. Preparation of Quarterly Reports of all University Income and Expenditure
5. Conducting of annual stock taking of all assets in the College of Education
6. Vetting of monthly salary of the University Staffs
7. Conducting and preparing of clearance for all cash advance retired
8. Checking of the level of cash advance owned by every members of staff
9. Writing monthly Audit reports on the activities of the College of Education
- 10 Going for weekly visitation to the College of Education
11. Checking the staff claims papers
12. Checking the payment and receipts cash books making sure that records are properly made and are up to date.
13. Undertaking comprehensive inspection on the books of accounts
14. Monitors and assesses compliance with the University policies and procedures
15. Performing any other duties as may be assigned by the University.

- ii. Assistance Executive Officer (Internal Auditor) 1st October, 2018-1st October 2022

Responsibilities:

1. Conducting of Physical Verification of all purchase Items
2. Sighting of ongoing projects
3. Conducting and preparing of Quarterly imprest of Ipetu-Ijesa Campus
4. Preparation of Quarterly Reports of all University Income and Expenditure
5. Conducting of annual stock taking of all assets in the College of Education
6. Vetting of monthly salary of the University Staffs
7. Conducting and preparing of clearance for all cash advance retired
8. Checking of the level of cash advance owned by every members of staff
9. Writing monthly Audit reports on the activities of the College of Education
- 10 Going for weekly visitation to the College of Education
11. Checking the staff claims papers
12. Checking the payment and receipts cash books making sure that records are properly made and are up to date.
13. Performing any other duties as may be assigned by the University.

- iii. Graduate Assistance Programme (GAP) 2010-2013

Responsibilities:

1. Conducting of Physical Verification of all purchase Items
2. Sighting of ongoing projects
3. Conducting and preparing of Quarterly imprest
4. Preparation of Quarterly Reports of all University Income and Expenditure
5. Conducting of annual stock taking of all assets in the University
6. Vetting of monthly salary of the University staff
7. Conducting and preparing of clearance for all cash advance retired
8. Checking of the level of cash advance owned by every members of staff
9. Performing any other duties as may be assigned by the University.

iv. Support Staff

2015-2019

Responsibilities:

1. Conducting of Physical Verification of all purchase Items
2. Sighting of ongoing projects
3. Conducting and preparing of Quarterly imprest of Ipetu-Ijesa Campus
4. Preparation of Quarterly Reports of all University Income and Expenditure
5. Conducting of annual stock taking of all assets in the College of Education
6. Vetting of monthly salary of the University Staffs
7. Conducting and preparing of clearance for all cash advance retired
8. Checking of the level of cash advance owned by every members of staff
9. Performing any other duties as may be assigned by the University

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE:

Not Applicable

G. MEMBERSHIP OF PROFESSIONAL BODIES:

Not Applicable

H. SERVICE :

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| i. | University : | |
| | Member of Committee Candido Annual Memorial Lecture | 2024 |
| | Member, 1 st University Annual Lecture Sub-Committee | 2025 |
| ii. | Community: | |
| | Secretary to the Christian Association of Nigeria Ororuwo branch | 1996-1998 |
| | P.R.O to the Dynamic club Ororuwo, | 1997-1999 |
| | Treasurer Surulere Community CDA | 2018-2020 |
| | Financial Secretary Surulere Community CDA | 2020-2022 |
| | Chairman Surulere Community CDA | 2023 to date |
| iii. | National: | |
| | National Youth Service Corps (NYSC) Corper Liaison Officer | 2004 |
| | INEC Presiding Officer (general election) | 2015 |
| | INEC Presiding Officer (general election) | 2019 |

iv. INEC Presiding Officer (general election)
International:

2023

	2024
UNICEF: general immunization and polio eradication programmer	Nil
I. PUBLICATIONS	
J. CONFERENCE ATTENDED (indicating titles of papers presented if any):	
i. Conference on Cash Handling Improvement & Reconciliation Skills & Security Precautions. Organized by The Institute of Chartered Accountants of Nigeria. From 7 th -11 th April, 2025. @ UI Conference Centre. Ibadan.	
ii. Conference on Admon ERP- Payroll Management ‘Training. September 10 th -12 th , 2024	
iii. Conference on International Public Sector Accounting Standards (IPSAS): Adoption and Implementation. April, 12 th -13 th , 2023	
iv. Training Workshop for the Executive Officers. Organized by Osun State University, held on Thursday, 13 th October,2022	
v. Training on Advanced Digital Appreciation Programme for Tertiary Institutions, from October 6 th -9 th ,2020	
vi. Workshop on International Public Sector Accounting Standards (IPSAS) from 18 th -21 st July, 2016	
vii. Training /Workshop: The Contemporary Issues in Accounting Profession. From Tuesday 15 th - 16 th October, 2019.	
K. EXTRA-CURRICULAR ACTIVITIES:	Reading, Telling Jokes and Making Friends
L. ANY OTHER RELEVANT INFORMATION:	Ability to work under or less supervision
REFeree:	
1. Mr.M.O OYEKANMI Bursar, University of Ilesa 08060736624	
2. Dr.(Mrs) Serifat FATOKI Bursary, Department, Osun State University, Osogbo. 08033360193	
3. Prof. (Mrs) F.A .YUSUF Provost College of Education, Ipetu –Ijesa Campus, Ipetu- Ijesa 08033113267	
<u>Ademola Paul ADEOLA</u> STAFF NAME	 DATE
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SIGNATURE	