

OSUNSTATEUNIVERSITY
CURRICULUM VITAE OF NON ACADEMIC STAFF

A. GENERAL INFORMATION

1. **NAME:** Olusola Adefoluke **OLAGUNJU**
2. **DATE AND PLACE OF BIRTH:** 3rd of February, 1970, Esa-Oke
3. **GENDER** Female
4. **STATE OF ORIGIN** Osun State
5. **NATIONALITY** Nigerian
6. **LOCAL GOVERNMENT AREA** Osogbo
7. **MARITAL STATUS:** Married
8. **NAMES AND AGES OF CHILDREN**
Gift Olaitan OLAGUNJU (30 yrs)
Abisola Olalekan OLAGUNJU (27yrs)
Itunuoluwa Ayomide OLAGUNJU (20 yrs)
9. **NAME AND RELATIONSHIP OF NEXT OF KIN:** Mr. Augustine Olaniyan OLAGUNJU
Husband 08035742281, 09032325387
10. **PERMANENT CONTACT ADDRESS** 9, Yinus Omidiran Street Olorunkemi
Oke Baale Osogbo
11. **E-MAIL ADDRESS:** olusola.olagunju@uniosun.edu.ng
12. **CELL PHONE NUMBER:** 08034884967, 08128163145
13. **COLLEGE/FACULTY/UNIT** Students' Affairs Unit
14. **DEPARTMENT** Administrative Department
15. **POSITION ON FIRST APPOINTMENT WITH THE UNIVERSITY:** Confidential Secretary II,
16. **PRESENT POSITION AND SALARY:** Assistant Chief Confidential Secretary,
CONTISS 12
17. **DATE OF PRESENT POSITION (PROMOTION)** 1st October, 2022
18. **REGRADING/PROMOTION** Promotion
19. **IS YOUR APPOINTMENT CONFIRMED?** Yes
20. **IF NO, WHY NOT?** N/A
21. **DATE OF CONFIRMATION OF APPOINTMENT** 16th August 2011

EDUCATIONAL BACKGROUND

1. EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

- | | | |
|------|--|-------------|
| i. | Olabisi Onabanjo University, Ago-Iwoye, Ogun State | 2000-2006 |
| ii. | Osun State College of Education, Ila-Orangun | 1989 – 1992 |
| iii. | Ife-Oluwa Grammar School, Osogbo. | 1988 |

2. ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES

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|------|--|------|
| i. | B. Sc. (Ed.) Accounting (Second Class Upper) | 2006 |
| ii. | Nigerian Certificate in Education (NCE)
(Office Management Education) (Distinction) | 1992 |
| iii. | West African Examination Council (O' Levels) | 1988 |

3. OTHER RELEVANT QUALIFICATION NIL

4. HONOURS, AWARDS AND DISTINCTIONS NIL

5. RESEARCH FELLOWSHIPS WITH DATES NIL

B. WORK EXPERIENCE OUTSIDE THE UNIVERSITY WITH DATES

Secretary, St. Clare's N/P School, Isale-Aro, Osogbo 1993 – 2007

As a secretary, I have worked in the following capacity

- i. Typing of documents: 120/50wpm
- ii. Computer software applications and use of modern information technology (IT) facilities.
- iii. Handling correspondences including incoming mails, outgoing mails and internal memos.
- iv. Reception and record keeping.
- v. Organization and control of official documents.
- vi. Use and maintenance of all office equipment including computers, printers, photocopiers, spiral binding machine, etc.
- .vii. Stock inventory and control of office materials including stationeries and other office consumables.
- viii. Dispatch of letters and correspondences.

- ix. Coordination of office cleaning/sanitation, security and general office management.
- x. As a Teacher: I taught mathematics and quantitative reasoning.

C. **WORK EXPERIENCE IN OTHER UNIVERSITY** (including names and addresses of employer NIL)

D. **WORK EXPERIENCE IN OSUN STATE UNIVERSITY**

- i. Pioneer Confidential Secretary to the Provost College of Health Sciences, Osun State University, Osogbo 2007 - 2010
- ii. Secretary to the Head of Department, Biological Sciences, College of Science Engineering and Technology, Osun State University 2010 - 2011
- iii. Secretary to the Head of Department, Civil Engineering Department, College of SET, Osun State University 2011 – 2012
- iv. Secretary to the Head of Department, Geography Department, College of Management and Social Sciences, Okuku Campus, Osun State University 2012 – Dec. 2014
- v. Secretary to the Dean, Faculty of Social Sciences, College of Management and Social Sciences, Okuku Campus, Osun State University Jan 2015 - Dec. 2018
- vi. Secretary to the Provost, Postgraduate College, Osun State University Dec. 2018 – Feb 2026
- vii. Secretary to the Ag. Dean, Students' Affairs February 2026 till date

As confidential secretary, my job descriptions include but not limited to

- i. Responsible for the overall Secretarial Administration.
- ii. Act as personal assistant (PA) to the Head of Department (HOD): keep records of important events/activities and assist in communication.
- iii. Liaise with other administrative offices in the University for Coordinated Administrative Activities.
- iv. Responsible for purchasing, distribution and control of office materials.
- v. Information control and dissemination of information to staff and students on the need-to-know basis.
- vi. Ensure compliance of staff and students to administrative procedures and standards.
- vii. Keep personnel/students records and update records when necessary.
- viii. Participate in general meetings and appropriately communicate decision extracts from meetings.

- ix. Coordinate all other administrative/office activities including management of secretarial and administrative clerks.

E. **CO-CURRICULAR PROFESSIONAL EXPERIENCE**

F. **MEMBERSHIP OF PROFESSIONAL BODIES:**

Member, Association of Professional Secretarial Staff of Nigeria (APSSON)

G. **SERVICE:**

a) **Community –**

- i. Member, Knights and Ladies Auxiliary of St. John International, Sacred Heart Commandary 888, Osogbo, Osun State, Nigeria.
- ii. President, Catholic Women Organization, St. John Paul II Catholic Church, Oke Baale, Osogbo, Osun State.
- iii. Contribution towards the rehabilitation of Ogidan Grammar School, Oke-Baale, Osogbo, Osun State.

b) **National –**

Contribution towards procurement of Relief materials during the Jos National crisis.

c) **International –**

Contribution towards procurement of Relief materials during the Haiti disaster.

H. **PUBLICATIONS**

Nil

I. **CONFERENCES ATTENDED**

- i. 4th Uniosun Annual Registry Workshop August, 28th 2025
- ii. 1st Osun State University Annual Lecture theme: “Interrogation Funding of Education; Global Versus Nigerian Perspectives” held on Tuesday, 20th May, 2025
- iii. One day Workshop organized by Chartered Institute of Professional Secretaries Staff of Nigeria (CIPSSON)Osun State University Branch, with the theme: **The Significance of Maintaining Confidentiality and Discretion in Secretarial Duties**” held on Wednesday, 4th September, 2024
- iv. 3rd Uniosun Annual Registry Lecture with the title; **Current Trend in Synergizing The Role of All Stakeholders in University Administration in the 21st Century,**

held on Wednesday August, 28, 2024.

- v. 2nd Uniosun Annual Lecture with the title: **Promoting Professionalism and Skill-based Administration of Universities in Nigeria: Which Way, Whose place?**
Held on Tuesday, 31st October, 2023.
- vi. One day Workshop organized by Chartered Institute of Professional Secretaries Staff of Nigeria (CIPSSON) Osun State University Branch, with the theme: **Building Competency in Professional Secretaries for Organizational Growth**
held on 20th July, 2023.
- vii. 5th International Africa Personal Assistants Consortium (IAPAC) between 20th and 22nd November, 2019 at Intercontinental Hotel, Nairobi, Kenya
- viii. ADAPTI at Osun State University, Osogbo Main Campus - 9th to 13th May 2016
- ix. Administrative Management Development Programme for Senior Secretaries held in Lagos between-7th and 11th December, 2015
- x. The Senior Secretary Development Programme held in Dubai (UAE) between 21st and 25th April, 2013

J. **EXTRA CURRICULAR ACTIVITIES:** Reading and Singing

K. **ANY OTHER RELEVANT INFORMATION** Nil

L. **REFEREE**

Prof. J. O. ALAMU
Provost, Postgraduate College
Osun State University
Osogbo

Mr. A. A. ADEOSUN
DR/Academic Affairs
Osun State University
Osogbo

Mr. R. A. ADEBAYO
DR/Secretary, Postgraduate College
Osun State University
Osogbo

OLAGUNJU OLUSOLA ADEFOLUKE

Signature.....Date.....