CURRICULUM VITAE

A. GENERAL INFORMATION

1.	**Name:**	**OGUNLEYE, Grace Olukemi**
2.	**Date & Place of Birth:**	2nd May, 1980/Ilesa
3.	**State of Origin:**	Osun State
4.	**Local Government of Area:**	Ilesa West Local Govt
5.	**Marital Status:**	Married
6.	**Name and Ages of Children:**	OGUNLEYE, Samuel (7years) OGUNLEYE, Emmanuel (4years)
7.	**Name and Relationship of Next of Kin with Telephone Number**	Mr. Ogunleye A.S. (Husband) **08062409001**
8.	**Permanent Contact Address:**	Line 21 Olorunsogo Community, Ilesa Garage, Osogbo
9.	**E-mail Address:**	kemgrace 111 @yahooo.com
10.	**Cell Phone Number:**	07033459790
11.	**College/Faculty/Unit:**	Office of the Vice-Chancellor
12.	**Department:**	Directorate of Audit
13.	**Position on First Appointment with the University:**	Clerical Officer
14.	**Present Position & Salary (grade level and step):**	Auditor II/ Contiss 7
15.	**Date of Present Position (Promotion/Regrading:**	11th January, 2016
16.	**Is your Appointment Confirmed:**	Yes
17.	**If No, why Not?**	Not Applicable
18.	**Date of Confirmation of Appointment:**	29th December, 2010

B. EDUCATIONAL BACKGROUND

1. Educational Institution Attended with Dates

a.	Ekiti State University, Ado Ekiti	2007 - 2011
b.	Osun State College of Education,Ilesa	2001 - 2004
c.	Methodist High School, Ilesa	1999 - 2000
d.	Ife Oluwa Commercial High School,	1992 - 1998
e.	C.A.C. Primary School, Gbonmi, Osogbo	1987 - 1992

2. Academic and Professional Qualifications with Dates/Issuing Authority and Class of Degree/Grade Level:

a.	B.Sc (Hons.) Accounting (Second Class Upper Division)	2012
b.	NYSC Exemption Certificate	2012

Scanned with CamScanner

c.	Nigerian Certificate in Education (NCE)	2004
d.	General Certificate Examination (GCE)	2002
e.	National Examination Council (SSCE, NECO)	2004
f.	Primary School Leaving Certificate	1992

3. Other Relevant Qualifications: NIL

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM

D. WORK EXPERIENCE IN OTHER UNIVERSITIES: NIL

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

a.	Clerical Officer	2007 - 2011
b.	Senior Clerical Officer	2011 - 2014
c.	Assistant Chief Clerical Officer	2014 - 2016
d.	Auditor II	2016 -Till Now

CLERICAL OFFICER
Responsibilities

a. Dispatching Outgoing Mails and Collecting of Incoming Memo
b. Making Photocopies of documents
c. Keeping files, records and handling correspondences
d. Ensuring of hospitality service in the office and during committee meetings
e. Ensuring proper organization of the office
f. Collecting and packing materials Supplied
g. Assisting the Secretary to Type Documents
h. Any other Official duties as may be assigned by the Head of Unit

AUDITOR II
Responsibilities

a. Checking payment vouchers/ doing prepayment audit.
b. Doing Stock verification.
c. Checking revenue receipts.
d. Inspection of materials purchased/supplied.
e. Checking the advances ledger to ensure that record are properly made.
f. Checking retirement papers of the advances taken and the certification (from Stores) of the items supplied.
g. Checking the staff claims papers.
h. Checking the payment and receipts cash books making sure that records are properly made and are up to date.
i. Checking sites of physical development.
j. Carrying out periodic verification of prices of items purchased in various places.
k. Doing comprehensive checks on the books of accounts.
l. Performing any other duties that may be assigned by the University.

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE: NIL

G. MEMBERSHIP OF PROFESSIONAL BODIES: NIL

Scanned with CamScanner

H. SERVICE: NIL

i. University

Invigilator: Joint Admission Matriculation Board
Invigilator: Osun State Primary School Teacher Promotion Examination

ii Community:

Choir Member of Divine Glory Jesus Ministry, Ilaje, Ilesa, Osun State
Church Sunday School Teacher
Acting as Church Treasurer

I PUBLICATION (if any): NIL

J. CONFERENCES ATTENDED: NIL

K. EXTRA CURRICULAR ACTIVITIES Travelling, Singing, Counseling and Listening to music

L. ANY OTHER RELEVANT INFORMATION

Personal Attributes

Focus and Management Expertise
Ability to work under less or no supervision

J. REFEREES

Dr. A. A. Bello
Department of Civil Engineering,
Osun State University, Osogbo.
0806248138

Mr. S.O. Obisesan ACA, CPFA
Principal Internal Auditor
Osun State University,
Osogbo, Osun State
08035624139

Dr. A. A. Aderogba
Faculty of Education,
Osun State University,
Ipetu-Ijesa, Osun State.
08030634800

Ogunleye Grace Olukemi
Name

Signature and Date

Scanned with CamScanner