

CURRICULUM VITAE

01. PERSONAL DATA

(i) Name:	ERINFOLAMI, Olalekan Afeez
(ii) Date Of Birth:	7 th March, 1975
(iii) Place Of Birth	Abeokuta
(iv) Age	45years
(v) Sex:	Male
(vi) Marital Status:	Married
(vii) Nationality:	Nigerian
(viii) Town & State Of Origin:	Abeokuta and Ogun State
(ix) Contact Address:	Institute for Human Resource Development (INHURD), FUNAAB
(x) Phone Number:	08032472437/08117442834
(xi) E-Mail:	erinfoamia@funaab.edu.ng
(xii) Post on Promotion	Data Processing Officer I

02. EDUCATION BACKGROUND

(i) INSTITUTIONS ATTENDED	DATE
a. National Open University, (NOUN)	2020
b. Egba Odeda High School, Odeda, Ogun State	2013
c. The Polytechnic Ibadan, Outreach Centre	2010
d. Moshood Abiola Polytechnic, Abeokuta, Ogun State	2003-2006
e. UNAAB Computer Centre, Isale-Igbein, Abeokuta	1997
f. Egba Obafemi Community Grammar School Obafemi/Owode	1996
g. Bolade Grammar School, Oshodi, Lagos State	1988-1993
(ii) ACADEMIC AND PROFESSIONAL QUALIFICATIONS	DATE
a. B.Sc. Economics	2020
b. NECO June/July	2013
b. Open Grade Test Typing (50 wpm)	2011
c. National Diploma (Statistics/Mathematics)	2006
d. Certification of Computer Studies	1997
(iii) Prizes, Honours, National and International Recognition	Nil

03. WORK EXPERIENCE

a. Institute for Human Resources and Development (INHURD), FUNAAB

Post: Data Processing Officer III

Period: 12th April, 2018 – date

Job Descriptions:

- i. In-charge of online registration for Pre-degree, JUPEB and IJMB students
- ii. Assisting in area of online of fees e.g. (School Fee, Acceptance Fee, Hostel Fee and Miscellaneous like space rent and others)
- iii. Assisting staff and students on issues concerning IT generally
- iv. Fixing and maintaining the institute computer systems
- v. Assisting the Institute Director on any ICT related issues.
- vi. Assisting the Institute on JUPEB automated registration on the newly introduced template.
- vii. And any other duties assigned by the Director

b. Federal University of Agriculture, Abeokuta, CISLT

Post: Data Processing Officer III

Period: 6th December, 2013 – 11th April, 2018

Job Descriptions:

- i. Updating the University website
- ii. Sending FUNAAB weekly Bulletin to all staff email contacts
- iii. Assisting FUNAAB Journals in sending their galley proof before final publication is printed
- iv. Uploading the new publications journal to Open Journal System on the university website
- v. Maintaining of all the centre equipment for effective operation.
- vi. Assisting the web administrator in designing web enabled Content Management Systems (CMS)
- vii. Gathering data from Colleges, Centres and units and convert them to web contents

c. Federal University of Agriculture, Abeokuta, FUNAAB (Webometrics Centre)

Post: Data Entry Operator (as a Casual Staff)

Period: 20th August, 2009 – 5th December, 2013

- i. Uploading web content on the University website
- ii. Monitoring the University website
- iii. Sourcing for data and converted to web content for uploading in the university website
- iv. Maintaining of all the centre equipment for effective operation.

04. SPECIAL ASSIGNMENT/COMMUNITY SERVICE

- i. Secretary, Ifenirepo II Community Development Association, Obantoko, Ogun State
January, 2011 till date
- ii. Secretary, Business & Investment Committee, FUNAAB Muslim Community Cooperative & Credit Society, (FMCC&CS), FUNAAB
June, 2016 till date

05. COMMENDATION

- i. Letter of commendation dated 6th March, 2013 and signed by the Registrar and Secretary to Senate, Mr. M.O. Ayoola, JP

06. MEMBERSHIP OF PROFESSIONAL BODIES

Member: National Bureau of Statistics 2003-2007

07. EXTRA CURRICULA ACTIVITIES

Counseling and Traveling

08. PUBLICATIONS

Nil

09. REFEREES

1. Prof. Folorunso, O.

Head of Department, Computer Science
Federal University of Agriculture, Abeokuta
08035640707

2. Egnr. Omolaja Sonola

Comfort Engineering Limited,
77, Obafemi Awolowo Avenue, Ibara, Abeokuta.
08033188643

3. Mrs. Ayelotan, T.A.

Information & Communication Technology
Resources Centre,
Federal University of Agriculture, Abeokuta.
07030783118

Signature

Date