CURRICULUM VITAE

01. PERSONAL

(i)	Full name:	SANNI Waheed Adio
(ii)	Date of Birth:	27th June, 1977
(iii)	Place of Birth:	Mushin, Lagos
(iv)	Age:	44 years
(v)	Sex:	Male
(vi)	Marital Status:	Married
(vii)	Nationality:	Nigerian
(viii)	Town & State of Origin:	Irapa/Kwara State
(ix)	Contact Address:	ICT Resource Centre, Federal University of Agriculture, P.M.B 2240, Abeokuta, Ogun State, Nigeria
(x)	Phone Number:	08035381030
(xi)	E-mail Address:	sanniwa@funaab.edu.ng
(xii)	Present Post and Salary:	Principal System Analyst CONTISS 11/3 (₦2, 302,566/annum)
(xiii)	Post on Promotion:	Chief System Analyst

02. EDUCATIONAL BACKGROUND

(i) Educational Institutions attended (With Dates)

a. Ilupeju Grammar School, Lagos	1992
b. University of Ilorin, Kwara State	2003
c. Computer Professionals Registration Council of Nigeria, (CPN)	2016
d. The Administrative Staff College of Nigeria, ASCON	2019

(ii) Academic and Professional qualifications (With Dates)

a. Senior School Certificate Examination	1992
b. B.Sc (Mathematics) Pure and Applied	2003
c. Member, CPN	2016
d. Certificate in ORACLE 10g/SQL	2019

(iii) Prizes, Honours, National and International Recognition

a. Silver Medal at FUNAAB Staff Unity Games Championship July 26th 2012

03 WORK EXPERIENCE

i. University of Agriculture, Abeokuta.

System Analyst II   November 2008- September 2012

Responsibilities/Duties

  a. Oversaw the University's Central Computer Laboratory including the IT
      Infrastructure situated at Multipurpose building (MPB) by carrying out daily
      checkup on Computer System; setting up software programs and records of all
      equipment/software packages for lecturers and students' usage

  b. Actively involved in the Online registration of Prospective, Undergraduate, and
      Postgraduate students to generates revenue for the University

  c. Providing Computer training to Users' Staff and students of the University on the
      correct and effective use of various Computer Programs such as Microsoft Word
      processing, Spreadsheet, preparation of presentation slides, and Data Analysis
      software.

  d. Providing Computer Orientation in the areas of Microsoft Word and Building of
      CGPA using MS Excel for fresh students for the following Academic Sessions
      (2010/2011, 2011/2012, 2012/2013, 2014/2015, 2015/2016, 2016/2017).

  e. Training of interested FUNAAB students and Institutions' in the areas of Students'
      industrial work experience (SIWES)

System Analyst I   October 2012- September 2015

  Responsibilities/Duties

  a. Head, Open Users and Students Service Unit of the ICT Resource Centre

  b. Supervised day-to-day activities of the ICTREC Central Computer Laboratory

  c. Oversaw daily operation of GTB.ICTREC Computer Laboratory by providing IT
      Support Services to Undergraduate and Postgraduate Students through the
      use of the facilities in the Laboratory

  d. Administered Students' Online Registration for Prospective UTME/DE Candidates
      these activities involved Internally Generated Revenue (IGR) for the University

  e. Participated actively as one of the Servers' Administrators in the Coordination of
      Computer-Based University Examinations at Centre II Multipurpose Building
      (MPB).

Senior System Analyst   October 2015- September 2018

  Responsibilities/Duties

  a. Attending to and resolving students' inquiries regarding Online Registration issues
      on the following Services:
        -   Admission Acceptance

- Correction Online Form

- Change of Course for (Voluntary and Withdrawn students)

- Resetting Password to retrieve course registration password

    b. Administered ICTREC Central Computer laboratory located at MPB.

    Duties performed are:

- Supporting and offering access to Departments and Students to use Computer software and hardware available in the Laboratory

    c. Server administrator in all the University CBT examinations. Duties performed are:

- Loading Examination Questions, extracting and validating of student final assessment reports for onward transmission to the University Management

    d. Prompt handling of Laptop's request for NUC Accreditation of programmes in the following Colleges:

- COLMAS: facilitated 80 Laptops and also on ground in Econometrics & Entrepreneurial Laboratories during the period of inspection by the e-Accreditation Teams

- COLBIOS (6 Laptops)

- COLENG, Laptop not provided, but on ground to Mann all Computer Laboratories during the period for inspection by the COREN and NUC Teams

Principal System Analyst   **October 2018- Present**

Responsibilities/Duties

My duties included:

    a. Attending to and resolving Undergraduate (Fresh, Returning & Part-time Students') inquiries regarding online registration issues on the following services:

- Admission Acceptance

- Course Registration (Fresh and Returning)

- Correction Online Form

- Retrieval of lost School fees & Remita Receipt

Postgraduate (Fresh & Returning Students)

- School Fees Invoice

- Fresh Student Bio-Data Form

- Application Form (Fill &Print)

- Admission Letter, Acceptance & Status

- Course Renewal Form for returning students

All above duties involved the steady generation of Internally Generated Revenue (IGR). Students attended to, paid centrally to the University account through the Remita platform.

b. Helpdesk

Administered the University Helpdesk Online Support Channel for remote and On-site Users in ensuring a high level of users' satisfaction with problem-solving attitude in a timely and accurate on a daily basis via the Helpdesk Management System.

Activities included:

- Answering helpdesk online queries;
- Providing first-level ticket resolution via a ticketing system and escalating tickets as necessary;
- Monitoring escalated tickets through a defined escalation process to understand the root cause as necessary;
- Tracking of unresolved issues escalated to other Units using Helpdesk ticketing systems;
- Uploading of FAQ's via Content Management System (CMS) into the Helpdesk Knowledgebase articles that provide answers to inquiries;

c. Computer Laboratory

Received & attended to request from Departments for the use of ICTREC Computer Laboratory (CAFÉ II) facilities for workshops, training and seminar other instructional purposes which include installing, configuring, and maintaining hardware and software in the laboratory.

Provided necessary support and assistance in the setting up of Café I Computer laboratory for virtual training on building Open Data Kit (ODK), GIS, and R-Statistics held between March – July, 2019, organized by ACAI International body of Experts for Staff and Students of the Department of Soil Science and Land Management.

Provided IT support in the setting of Café I Computer laboratory for Training on Advanced Digital Appreciation Programme for Tertiary Institutions in FUNAAB held on August 2019 by ensuring that Computer machines are in working order and resolving participants' problems.

d. Fresher's ICT Training

Actively involved in the annual ICT Training for newly admitted students on the correct and effective use of various Computer Programmes such as Word Processing,

Spreadsheets, Databases, and Preparation of slides (Multimedia Presentations) for the years 2018, 2019 & 2021.

e. JAMB CBT Registrations

Diligently participated in the yearly CBT Registrations processes and Examinations for the years 2019, 2020, & 2021 UTME/DE JAMB Registrations exercises

Activities included:

- Vending E-Pins for prospective Candidates using JAMB central vending system
- Prepared all necessary logistics efficiently and effectively needed for the take-off of the registration exercise
- Carried out Biometric Verification Machine (BVM) on all registered candidates in our Centre to avoid registration and examination malfeasance which serves as attendance before entering the examination hall

ii. Lagos State Polytechnics, Ikorodu, Lagos

Adjunct Lecturer (SPTS)   January2006 - October 2008

Responsibilities

a. Taught Undergraduate Courses in areas allocated by the Head of Department and reviewed from time to time by the Head of Department (Mathematics/Statistics).

b. Supervised Undergraduate Students' projects
c. Assisted in the development of learning materials, prepared schemes of work and maintained records to monitor student progress, achievement and attendance.

Courses Taught
Department of Mathematics/Statistics
Undergraduate courses: I have taught various Algebra, Trigonometry and Logic Courses at National Diploma (ND) Level e.g.

NATIONAL DIPLOMA (ND) COURSES TAUGHT WITHIN THE LAST 2 SESSIONS FOR 2006/2007, 2007/2008 ACADEMIC SESSION

Course			No of Unit
a. MTH 101	-	Algebra and Elementary Trigonometry	3
b. MTH 102	-	Logic and Linear Algebra	3
c. STS 111	-	Introduction to Statistics	2
d. STS 112	-	Introduction to Elementary Probability Theory	2

04.   SPECIAL ASSIGNMENT / COMMUNITY SERVICE:

i. University Assignments
a. Served as Online Test Proctor in the maiden edition of the University's virtual Pre-Admission Screening for 2020/2021 admission exercise.

b. Served as Team member in the Total Evacuation of all FUNAAB Properties and Equipment from Lion Building, Ikereku, into the main Campus   April, 2018

c. Served as a member on the University Committee on Pre-Admission Screening Panel held between $29^{th} - 31^{st}$ August, 2016

d. Served as a member Committee on the Drafting of FUNAAB ICT POLICY PLAN AND ICT MASTER PLAN DOCUMENT FROM 2012/2013–2016/17   Nov 2012.

e. Served as a Proctor to Joint Admissions and Matriculation Board (JAMB) Examination, both Paper, Pen and Computer Based Testing (CBT)   2011 – 2018

ii. Departmental Assignments

a. Served as a member, Committee set-up to minimize Staff-to-Staff and Staff-to-Students' Interactions in ICTREC   June, 2018

b. Appointed as Team leader, in the total evacuation and relocation of GTB.ICTREC Computer Lab to the main building when ceded to the Department of Electrical/Electronic in the COLENG   April, 2017

c. Served as Computer Based Testing (CBT)/eExam Administrator, Technical Committee on administration of University Exams September   2012– March 2017

d. Appointed as Secretary, Committee on Probe Panel in the deployment of wireless connection in the senate building   2016

e. Coordinated, curriculum review committee on Annual ICT Training for Fresher's
     2015-2016.

iii. Other Community Services

a. Served as Secretary, Electoral Committee of 2021 UNAAB Staff Cooperative Multipurpose Society Limited   May-July, 2021

b. Serving as member, Board of Trustee SSANU Investment Scheme April 2019-To Date

c. Appointed as a RA COLLATION OFFICER for Abeokuta South LGA in the 2019 General Elections for Governorship and State House of Assembly Senate and House in Ogun-State   March 2019

d. Appointed as a COLLATION OFFICER for Abeokuta South LGA in the 2019 General Elections for Presidential, Senate and House of Representatives in Ogun-State February 2019

e. Resource Person at the 3 Months Intensive Training Programme for FUNAAB Secretaries and Administrators in "Advance Diploma in Data Processing and Proficiency in the use of Internet" organized by International Centre for Programme Development (ICPD)   June-September, 2018 and June-September, 2019

f. Resource Person at the 5th Information and Communications Technology (ICT) Executive Workshop Themed: "ADVANCED e-DOCUMENT MANAGEMENT TECHNIQUES""—Nigeria Computer Society (AUGUST 2015) ---- PUBLISHED IN **THE NATION,** (Page 23) of Thursday September 17, 2015 – A story titled "**Workers Sharpen ICT skills"**

g. Served as Secretary, Electoral Committee Nigeria Computer Society (NCS) Ogun State Chapter   2013

h. Resource Person at the training Workshop for Teachers and School Administrators Themed: "eTOOLS FOR EFFECTIVE SCHOOL ADMINISTRATION"--- Nigeria Computer Society (NCS) Ogun State Chapter. Title of Courses Delivered - Presentation Slides and Advance Microsoft office Word   12th-14th June, 2013

i. Resource Person at the training Workshop for FUNAAB Technologist organized by the Nigeria Association of Academics Technologist (NAAT) FUNAAB Chapter In Collaboration with ICTREC Held @ GTB.ICTREC Computer Lab. Title of Course Delivered -- Effective Use of Microsoft office PowerPoint.   2011

j. Resource Person, training workshop for Federal Medical Centre (FMC) Secretaries Themed: "ADVANCE eDOCUMENT MANAGEMENT TECHNIQUES" --- Nigeria Computer Society (NCS) Ogun State Chapter. Titled --Effective Use of Advance Microsoft office PowerPoint 2007.   December, 2010

05. COMMENDATION:

a. *Letter of Appreciation*: ACAI Coordinator (Southwestern Nigeria) greatly appreciated my immeasurable contributions and vital roles played that culminated to the smooth running of the training that made the organizers identified FUNAAB as the best among other institutions that participated in the virtual trainings on OPEN DATA KIT (ODK), GIS and R-STATISTICS from   March to July, 2019

b. *Letter of Commendation*: Commended greatly for selfless efforts and commitment to duties during the successful hosting of the pioneer ICT training of Fresh Students 2009/2010 academic session by the Director, ICTREC   6th June, 2010.

06. MEMBERSHIP OF PROFESSIONAL BODIES

a. Computer Professionals Registration Council of Nigeria, CPN, (MCPN 004881), 2016

b. Nigeria Computer Society, NCS Associate Member

07. EXTRA CURRICULA ACTIVITIES

a. Secretary, Islamic Fellowship of Nigeria (IFN), Lagos   2000-2003

b. The Field Representative, Islamic Fellowship of Nigeria (IFN),   1999-2000

c. Ag. Secretary, Unity Community Development Association, Arokoje   2011-2020

d. Member, Ilupeju Grammar School, Lagos Old Student Association 1999- Till Date

e. Music, Traveling and Football

08. PUBLICATIONS

a. Orthogonal Expansion and Some of Their Applications, An Unpublished B.Sc Dissertation, University of Ilorin, Ilorin, Kwara (2003)

b. Securing Merchant's Trust in an eCommerce Environment, An Unpublished MICT Dissertation, Federal University of Agriculture, Abeokuta, Ogun (2011)

09. REFEREES:

i **Prof. A.S Sodiya**

President, Nigeria Computer Society

Computer Science Department

Federal University of Agriculture

Abeokuta, Ogun State

ii **Mr. J.B. Adewuyi**

Chief Lecturer, Mathematics / Statistics Department

Lagos State Polytechnics

Ikorodu, Lagos.

iii **Engr. L.A. Taiwo**

Department of Operations

Tertiary Education Trust Fund (TETFund),

Abuja

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Signature   **Date**