

CURRICULUM VITAE

01. PERSONAL

- (i) **Name in Full:** DAWODU, Oluwatoyin Morufat (Nee Olopade)
- (ii) **Date of Birth:** October 28, 1963
- (iii) **Place of Birth:** Ibadan
- (iv) **Age:** 55years
- (v) **Sex:** Female
- (vi) **Marital Status:** Married
- (vii) **Nationality:** Nigerian
- (viii) **Town and State of Origin:** Abeokuta, Ogun
- (ix) **Local Government:** Abeokuta South
- (x) **Senatorial District:** Ogun Central
- (xi) **Permanent Home Address:** 5, Adebayo Olatoye Street,
Moni-Jesu, Adigbe, Abeokuta
- (xii) **Current Postal Address:** Federal University of Agriculture,
P. M. B. 2240, Abeokuta
- (xiii) **Telephone:** 08033374394, 08079956623
- (xiv) **E-mail Address:** apinkedawodu@yahoo.com
- (xv) **Present Employer:** Federal University of Agriculture,
P. M. B. 2240, Abeokuta
- (xvi) **Present Employment Status,
Salary & Dates:** Deputy Registrar / Deputy Registrar II
June 2, 2009 to date & ₦4,741,058.88per annum

1.1 CAREER SUMMARY

I have over thirty years (30) post-graduation working experience in University administration of which eleven (11) years have been spent as Deputy Registrar in various arms of the University i.e. Administrative, Technical and Junior Staff Personnel, College of Food Science and Human Ecology, Establishment Matters (Senior), Senate and Admissions and Office of the Vice-Chancellor. I have also had the opportunity of Sabbatical appointment at the Crescent University, Abeokuta.

02. EDUCATIONAL BACKGROUND

- (i) **Educational Institutions Attended with Dates**
- (a) University of Ibadan, Ibadan - 1987 - 1988
- (b) University of Ibadan, Ibadan - 1983 - 1986
- (c) Ogun State Polytechnic, Abeokuta - 1980 - 1982
- (d) MacJob Grammar School, Abeokuta - 1981
- (e) St. Teresa's College, Oke-Ado, Ibadan - 1975 - 1980
- (f) Sacred Heart Convent School, Inalende, Ibadan - 1970 - 1975
- (ii) **Qualifications Obtained with Dates**
- (a) M.Sc. (Clinical Psychology) - 1988

(b)	B. Sc. (Hons.) Psychology	-	1986
(c)	GCE (Nov./Dec.)	-	1987
(d)	Cambridge 'A' Level	-	1982
(e)	WASC	-	1980 & 1981
(f)	First School Leaving Certificate	-	1975

03. WORK EXPERIENCE

03.1. University of Agriculture, Abeokuta (Now Federal University of Agriculture, Abeokuta - FUNAAB)

03.1.1. Deputy Registrar/Deputy Director/Deputy Registrar II - June 2009 to date

A. Deputy Registrar II/Head of Unit (Office of the Vice-Chancellor)

June 15, 2017 to date

Duties:

- i) Responsible to the Vice-Chancellor for the day-to-day running of the office.
- ii) Responsible to the Vice-Chancellor in handling matters relating to the external assessment of prima-facie cases for promotion.
- iii) Supervision of all staff in the Vice-Chancellor's main office and the Lodge.
- iv) Planning and coordinating the activities and programmes of official guests to the Vice-Chancellor's Office in liaison with the Head, Public Relations.
- v) Any other duties that may be assigned from time to time

B. Deputy Registrar II/Head of Unit (Senate and Admissions)

February 29, 2016 to June 15, 2017

Duties:

- i) Responsible to the Registrar for the day-to-day running of the Unit and matters relating to Senate and Admissions.
- ii) Assisting the Chairperson, Admissions Committee on Admission matters.
- iii) Responsible for the processing of Senate papers for presentation at Senate Meetings and its Ad-Hoc Committees.
- iv) Secretary, Committee of Deans and Directors (CODAD).
- v) Secretary, Senate Coordinating Committee on Examination Results (SECOCER).
- vi) Secretary, Admissions Committee.
- vii) Member, representing the Registry on Ceremonials Committee.
- viii) Performed other duties assigned by the Registrar.

C. Deputy Director/Head of Unit, Establishment Matters (Senior Staff)

January 4, 2013 to February 28, 2016

Duties:

- i) Responsible to the Registrar for the day-to-day running of the Unit.
- ii) Responsible for the processing of interviews, appointments and promotions of Administrative and Technical staff.
- iii) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- iv) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- v) Secretary, Registry Review Panel.
- vi) Secretary, Staff Disciplinary Committee.

- vii) Secretary, Pension Board of Trustees.
- viii) Performed other duties assigned by the Registrar.

C. Deputy Registrar/College Officer, College of Food Science and Human Ecology (COLFHEC)

January 5, 2010 to December 31, 2012

Duties:

- (i) Rendering Administrative support to the Dean in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College presentations at Senate meetings.
- (iv) Attending to students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (vii) Secretary, College Postgraduate Committee.
- (viii) Performed other duties assigned by the Dean.

D. Deputy Registrar/Head of Unit (Administrative, Technical and Junior Staff Personnel)

June 2, 2009 to January 4, 2010

Duties:

- (i) Responsible to the Registrar for the day-to-day running of the Unit.
- (ii) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (iii) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (iv) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (v) Secretary, Junior Staff Sub-Committee of APCONTS.
- (vi) Secretary, Registry Review Panel.
- (vii) Performed other duties assigned by the Registrar.

03.1.2. Principal Assistant Registrar - Oct. 2002 – May 2009

A. Principal Assistant Registrar (Head of Unit - Administrative, Technical and Junior Staff Personnel)

January 8, 2008 to June 1, 2009

Duties:

- (i) Responsible to the Registrar for the day-to-day running of the Unit.
- (ii) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (iii) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (iv) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (v) Secretary, Junior Staff Sub-Committee of APCONTS.
- (vi) Secretary, Registry Review Panel.
- (vii) Performed other duties assigned by the Registrar..

B. *Principal Assistant Registrar (Head of Unit - Academic Staff Personnel and Pension Matters)*

October 29, 2007 to January 7, 2008

Duties:

- (i) Responsible to the Registrar for the day-to-day running of the Unit.
- (ii) Responsible for the processing of interviews, appointments and promotions of Academic Staff.
- (iii) Responsible for the processing of Academic Staff Personnel Matters.
- (iv) Responsible for the processing of Staff Pension Matters..
- (v) Secretary, Pension Board of Trustees.
- (vi) Secretary, Staff Disciplinary Committee.
- (vii) Performed other duties assigned by the Registrar.

C. *Principal Assistant Registrar (Head of Unit - Examinations and Records)*

September 19, 2006 – October 26, 2007

Duties:

- (i) Responsible to the Registrar for the day-to-day running of the Examinations and Records Unit.
- (ii) Registration of freshmen at the beginning of a new Academic Session.
- (iii) Verification of Students' Credentials.
- (iv) Issuance of Students' Academic Transcripts (Undergraduate and Diploma)
- (v) Supervision of the writing of graduands Certificates:(Postgraduate, Undergraduate and Diploma).
- (vi) Preparation of Students' Enrolment Lists for a new Academic Session.
- (vii) Preparation of Students' Statements of Results and Notification of Results.
- (viii) Preparation of Undergraduate Graduand Lists for the Convocation Ceremony.
- (ix) Performed other duties assigned by the Registrar.

D. *Principal Assistant Registrar/College Officer, College of Natural Sciences (COLNAS)*

November 1, 2005 – September 18, 2006

E. *Principal Assistant Registrar/College Officer, College of Plant Science and Crop Production (COLPLANT)*

November 25, 2002 – October 31, 2005

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (vii) Secretary, College Postgraduate Committee.
- (viii) Secretary to other Committees of the Colleges
- (ix) Performed any other duties assigned by the Dean.

03.1.3. Senior Assistant Registrar - Oct. 1999 – May 2002

A. *Senior Assistant Registrar/College Officer, College of Agricultural Management, Rural Development and Consumer Studies (COLAMRUCS)*

July 10, 2000 – November 24, 2002

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (vii) Secretary, College Postgraduate Committee.
- (viii) Secretary to other Committees of the Colleges
- (ix) Performed any other duties assigned by the Dean.

B. *Assistant Registrar (UNAAB Consult Ltd.)*

October 13, 1998 – July 9, 2000

Duties:

- (i) Rendered Administrative support to the Director of UNAAB Consult in the day-to-day running of the Consult.
- (ii) Monitored activities of Units under Consult Limited
- (iii) Secretary, Consult Round Table Group

03.1.4. Assistant Registrar - Dec. 31, 1996 – Sept. 1999

A. *Assistant Registrar (Personnel Division)*

Dec. 31, 1996 – Oct. 12, 1998

Duties:

- (ii) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (iii) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (iv) Assisted the Head of Division in Registry Review Panel Matters.
- (v) Performed other duties assigned by the Head of the Division.

03.1.5. Administrative Officer II/I - Jan. 15, 1990 – Dec. 30, 1996

A. *Administrative Officer I (Personnel Division)*

August 15, 1994 - Dec. 30, 1996

Duties:

- (i) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (ii) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (iii) Assisted the Head of Division in Registry Review Panel Matters.
- (iv) Performed other duties assigned by the Head of the Division.

B. *Administrative Officer I/College Officer, College of Environmental Resources Management (COLERM)*

September 1995 – December, 1995

Duties:

- (i) Responsible to the Dean for the day-to-day activities of the College.
- (ii) Registration of Students in the College.
- (iii) Secretary, College Board of Studies.
- (iv) Secretary, College Board.
- (v) Secretary, College Postgraduate Committee.
- (vi) Performed other duties assigned by the Dean.

C. *Administrative Officer II/I, (Office of the Deputy Vice-Chancellor)*

January 1993 – July 1994

Duties:

- (i) Responsible to the Deputy Vice-Chancellor on matters relating to the Office
- (ii) Supervised Staff of the Office.
- (iii) Secretary, Farm Development Board (FADEB).
- (iv) Secretary, Projects Monitoring Committee (PROMCO).

D. *Administrative Officer II (Protocol), Office of the Vice-Chancellor*

January 15, 1990 - December 30, 1992

Duties:

- (i) Planned and coordinated all protocol matters in the Vice-Chancellor's Office.
- (ii) Planned and coordinated the activities and programmes of official guests to the Vice-Chancellor's Office, in liaison with the PAR (VCO) and SAR (Public Relations).
- (iii) Supervised the Vice-Chancellor's domestic staff.
- (iv) Performed other duties assigned to me.

03.2. EMPLOYMENT (PREVIOUS EMPLOYER, STATUS AND DATES)**(b) School of Preliminary Studies, Keffi, Plateau State
(now Nassarawa State) - NYSC**

Administrative Assistant to the School Principal.- Oct. 1986 – Sept. 1987

(a) Etteh Aro & Partners, Ibadan

Clerical Officer/Receptionist. - Sept. 1982 – Nov. 1983

04. SPECIAL UNIVERSITY ASSIGNMENTS / COMMUNITY SERVICE

(a) Committees/Panels Serviced

- (i) Secretary, High-Powered Committee of the Governing Council to Investigate the Industrial Unrest and Lingering Crisis in the University – Dec. 2016 .
- (ii) Co-ordinator, 2016 Pre-Admission Screening Exercise – 2016.
- (iii) Secretary, Committee on Review of the University Rules and Regulations for Senior and Junior Staff, Career Structure and Scheme of Service – June, 2013 – October, 2014.
- (iv) Alternate Secretary, Committee on 2011-2020 Strategic Plan – May, 2013.
- (v) Secretary, Committee to Study the Reports on the Inconsistencies in Staff Salary Placement on Appointment, Promotion and Upgrading- January 2013 – February, 2014.
- (vi) Secretary, Physical Planning and Capital Works Committee – July 2011 to date
- (vii) Secretary, Local Organizing Committee for Strategic Plan Workshop - May 2013.
- (viii) Chairperson, Sub-Committee on Staff Audit in the University. –May, 2013.
- (ix) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2010/2011 Academic Session (Group A) – 2010.
- (x) Secretary, Users’ Committee on the Construction of College of Food Science and Human Ecology (COLFHEC) Building – April, 2010.
- (xi) Secretary, Committee on the Evaluation of Performance of Colleges and Departments – 2009.
- (xii) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2008/2009 Academic Session (Group D) – 2009.
- (xiii) Secretary, Ad-hoc Committee on the Review of University APER Forms – 2009.
- (xiv) Secretary, Committee on the Construction of Chief Olatunde Abudu Building – 2006.
- (xv) Secretary, Committee on the Construction of Chief Tony Anenih Multipurpose Complex - 2006 – 2007.
- (xvi) Secretary, Committee on Part-Time Degree Programme - 2005.
- (xvii) Secretary, Committee on Establishment of College of Management Sciences – 2004.
- (xviii) Secretary, Committee on Evaluation of Universities of Agriculture – 2004.
- (xix) Secretary, Space Allocation Committee - 2002.
- (xx) Secretary, Projects Coordinating Committee (NUSIP) 2001 – 2002.
- (xxi) Secretary, Panel of Investigation into the Operations of the UNAAB Community Bank - 2002.
- (xxii) Secretary, Ad-hoc Committee on Manual of Administrative Procedure. 2001.
- (xxiii) Secretary, Ad-hoc Committee for the Special Convocation Ceremony for the Installation of the Chancellor (2001).
- (xxiv) Secretary, Ad-hoc Committee on Celebration of African University Day.2001.
- (xxv) Secretary, Ad-hoc Committee on Executive Lodges’ Renovation. 1996.
- (xxvi) Secretary, Security Committee.1996.
- (xxvii) Secretary, University Career Structure Committee.1994.

(b) Membership of Committees/Panels

- (i) Member, Committee on Staff and Students Audit in the University – May, 2013.
- (ii) Member, Board of the University of Agriculture, Abeokuta Health Services 2011.
- (iii) Member, Committee on Determination of Criteria for Performance, Research Productivity and Nomination of Awardees for Academic and Non-Teaching Staff – 2009.
- (iv) Member, Users’ Committee on the Construction of Pension House - 2008.
- (v) Member, Users’ Committee on UNIS Female Hostels – 2008.
- (vi) Member, Investigation Panel on Illegal Collection of Money by a staff – 2006 – 2008.
- (vii) Member, Investigation Panel on a Case of Misconduct Against a staff - 2005.
- (viii) Member, Registry Welfare Committee - 2001 to 2004.
- (ix) Member, Staff School Governing Board -July 2001 to 2004.
- (x) Member, UNAAB Staff School Committee -August 1997 – June 2001.
- (xi) Member, Guest Houses and Canteen Management Committee (GUCAMAC) 1990-1992.
- (xii) Member, Special Lectures and Publications Committee (SPELEPUB) -1990-1992.

(c) Community Service

- (i) Invigilation/Supervision of JAMB Examinations.
- (ii) Treasurer, Muslim Women Association, FUNAAB Chapter.
- (iii) Editor-In-Chief, Parrot Magazine, a Publication of the Senior Staff Association of Nigerian Universities, FUNAAB Chapter.
- (iv) Chairman, Association of Nigerian University Professional Administrators (ANUPA), FUNAAB Chapter. - 2015 to May 2019.

05. COMMENDATION

- (i) Commendation letter for efficiency and diligence in handling responsibilities allotted on Pension Board of Trustees matters – July, 2014
- (ii) Commendation letter for the orderly conduct of affairs at the Registry Staff Get-Together - April 2002.
- (iii) Commendation letter for high level of dedication and devotion to duty - June 1998.
- (iv) Commendation letter for good performance, commitment and diligence December,1995.

06. MEMBERSHIP OF PROFESSIONAL BODIES

- (i). Member, London Academy for Higher Education (LAHE), Knowledge Exchange Club - 2011.
- (ii). Member, Association of University Administrators (AUA) – 2008.
- (iii). Member, Association of Nigerian University Professional Administrators (ANUPA) – 2008.

- (iv). Member, Nigerian Institute of Management (MNIM) - 2003.
- (v). Affiliate Member, Chartered Institute of Personnel Management of Nigeria (CIPMN) - 1993.

07. PRESENT EMPLOYMENT INDICATING PRESENT STATUS AND SALARY

Federal University of Agriculture, Abeokuta, Deputy Registrar II and CONTISS 14 step 9 (N4,741,058.88 per annum)

08. PUBLICATIONS

- 1998 - The Effect of Anxiety on the Stimulus Performance Task on Acute Schizophrenic and Normal Subjects (Unpublished M.Sc. Thesis).
- 1986 - The Effects of Birth Order, Family Size, and Socio-Economic Status on the Need for Achievement (Unpublished B.Sc. Thesis).

09. EXTRA CURRICULA ACTIVITIES

Listening to music, Photography and House-keeping.

10. WORKSHOPS ATTENDED WITH DATES

- (i). Two Day Workshop on Strict Compliance with Assets Declaration and Code of Conduct for Nigerian Public Universities held at the Nigerian Army Resource Centre, Asokoro, Abuja. – October 2 and 3, 2019.
- (ii). National Conference and General Assembly of ANUPA held at the Delta State University, Abraka –December 5 -9, 2018.
Nigerian Institute of Management Senior Executive Leadership Programme held at Ocean Bay Hotel and Resort, The Gambia –October 22 -26, 2018.
- (iv). National Conference of and General Assembly of ANUPA held at the National Universities Commission (NUC) Auditorium Abuja, November 29 – December 2, 2015.
- (v). Workshop on Nigeria Labour Laws, International Labour Standards and Decent Work Agenda: Implications for Labour Management Relations, MINILS, Ilorin, October 21 – 24, 2014.
- (vi). Sensitization Workshop on Pension Management under Pension Transitional Arrangement Directorate (PTAD), Ibadan, October 9, 2014.
- (vii). Capacity Building Training Workshop for Members of the Pension Board, Airport Hotels, Ikeja, Lagos, September 15 – 17, 2014.
- (viii). Capacity Building Workshop on Investment of Pension Fund and Returns on Investment Portfolio, Whispering Palms, Badagry, April 16 – 18, 2014.
- (ix). Training Programme in Modern Trends in E-Administration, London Academy for Higher Education, Dubai, February 12 – 18, 2011.
- (x). Workshop on Advanced Effective Management Course, Federal College of Education, Osiele, Abeokuta, November 7 – 10, 1998.

11. NAMES AND ADDRESSES OF THREE (3) REFEREES

- (i) **Prof. F. K. Salako**
Department of Soil Science and Land Management,
Federal University of Agriculture, Abeokuta,
Ogun State.

- (ii) **Prof. (Mrs) B.I. Akeredolu-Ale**
Dean, College of Agricultural Management and Rural Development (COLAMRUD)
Federal University of Agriculture, Abeokuta,
Ogun State.

Dr. (Mrs.) L.O. Onwuka
Head, Directorate of Public Relations
Federal University of Agriculture, Abeokuta,
Ogun State .

Signature & Date

01. PERSONAL

(i) Name in Full:	DAWODU, Oluwatoyin Morufat (Nee Olopade)
(ii) Date of Birth:	October 28, 1963
(iii) Place of Birth:	Ibadan
(iv) Age:	52years
(v) Sex:	Female
(vi) Marital Status:	Married
(vii) Nationality:	Nigerian
(viii) Town and State of Origin:	Abeokuta, Ogun
(ix) Local Government:	Abeokuta South
(x) Senatorial District:	Ogun Central
(xi) Permanent Home Address:	5, Adebayo Olatoye Street, Moni-Jesu, Adigbe, Abeokuta
(xii) Current Postal Address:	Federal University of Agriculture, P. M. B. 2240, Abeokuta
(xiii) Telephone:	08033374394, 08079956623
(xiv) E-mail Address:	apinkedawodu@yahoo.com
(xv) Present Employer:	Federal University of Agriculture, P. M. B. 2240, Abeokuta
(xvi) Present Employment Status, Salary & Dates:	Deputy Registrar / Deputy Registrar II June 2, 2009 to date & ₦4,741,058.88per annum

1.2 CAREER SUMMARY

I have over twenty-six years (26) post-graduation working experience in University administration of which seven (7) years have been spent as Deputy Registrar in various arms of the University i.e. Administrative, Technical and Junieur Staff Personnel, College of Food

Science and Human Ecology, Establishment Matters (Senior) and Senate and Admissions. I have also had the opportunity of Sabbatical appointment at the Crescent University, Abeokuta.

02. EDUCATIONAL BACKGROUND

(i) Educational Institutions Attended with Dates

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| (a) | University of Ibadan, Ibadan | - | 1987 - 1988 |
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| (c) | Ogun State Polytechnic, Abeokuta | - | 1980 - 1982 |
| (d) | MacJob Grammar School, Abeokuta | - | 1981 |
| (e) | St. Teresa's College, Oke-Ado, Ibadan | - | 1975 - 1980 |
| (f) | Sacred Heart Convent School, Inalende, Ibadan | - | 1970 - 1975 |

(ii) Qualifications Obtained with Dates

- | | | | |
|-----|----------------------------------|---|-------------|
| (a) | M.Sc. (Clinical Psychology) | - | 1988 |
| (b) | B. Sc. (Hons.) Psychology | - | 1986 |
| (c) | GCE (Nov./Dec.) | - | 1987 |
| (d) | Cambridge 'A' Level | - | 1982 |
| (e) | WASC | - | 1980 & 1981 |
| (f) | First School Leaving Certificate | - | 1975 |

03. WORK EXPERIENCE

03.1. University of Agriculture, Abeokuta (Now Federal University of Agriculture, Abeokuta - FUNAAB)

03.1.1. Deputy Registrar/Deputy Director/Deputy Registrar II - June 2009 to date

E. Deputy Registrar II/Head of Unit (Senate and Admissions)

February 29, 2016 to date

Duties:

- i) Responsible to the Registrar for the day-to-day running of the Unit and matters relating to Senate and Admissions.
- ii) Assisting the Chairperson, Admissions Committee on Admission matters.
- iii) Responsible for the processing of Senate papers for presentation at Senate Meetings and its Ad-Hoc Committees.
- iv) Secretary, Committee of Deans and Directors (CODAD).
- v) Secretary, Senate Coordinating Committee on Examination Results (SECOCER).
- vi) Secretary, Admissions Committee.
- vii) Member, representing the Registry on Ceremonials Committee.
- viii) Performed other duties assigned by the Registrar.

F. Deputy Director/Head of Unit, Establishment Matters (Senior Staff)

January 4, 2013 to February 28, 2016

Duties:

- (i) Responsible to the Registrar for the day-to-day running of the Unit.
- (ii) Responsible for the processing of interviews, appointments and promotions of Administrative and Technical staff.

- (iii) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (iv) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (v) Secretary, Registry Review Panel.
- (vi) Secretary, Staff Disciplinary Committee.
- (vii) Secretary, Pension Board of Trustees.
- (viii) Performed other duties assigned by the Registrar.

G. Deputy Registrar/College Officer, College of Food Science and Human Ecology (COLFHEC)

January 5, 2010 to December 31, 2012

Duties:

- (ix) Rendering Administrative support to the Dean in the day-to-day running of the College.
- (x) Supervision of Registry Staff in the College.
- (xi) Responsible for the processing of College presentations at Senate meetings.
- (xii) Attending to students' enquiries in the College.
- (xiii) Secretary, College Board of Studies.
- (xiv) Secretary, College Board.
- (xv) Secretary, College Postgraduate Committee.
- (xvi) Performed other duties assigned by the Dean.

H. Deputy Registrar/Head of Unit (Administrative, Technical and Junior Staff Personnel)

June 2, 2009 to January 4, 2010

Duties:

- (viii) Responsible to the Registrar for the day-to-day running of the Unit.
- (ix) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (x) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (xi) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (xii) Secretary, Junior Staff Sub-Committee of APCONTS.
- (xiii) Secretary, Registry Review Panel.
- (xiv) Performed other duties assigned by the Registrar.

03.1.2. Principal Assistant Registrar - Oct. 2002 – May 2009

F. Principal Assistant Registrar (Head of Unit - Administrative, Technical and Junior Staff Personnel)

January 8, 2008 to June 1, 2009

Duties:

- (x) Responsible to the Registrar for the day-to-day running of the Unit.

- (xi) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (xii) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (xiii) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (xiv) Secretary, Junior Staff Sub-Committee of APCONTS.
- (xv) Secretary, Registry Review Panel.
- (xvi) Performed other duties assigned by the Registrar..

G. *Principal Assistant Registrar (Head of Unit - Academic Staff Personnel and Pension Matters)*

October 29, 2007 to January 7, 2008

Duties:

- (xvii) Responsible to the Registrar for the day-to-day running of the Unit.
- (xviii) Responsible for the processing of interviews, appointments and promotions of Academic Staff.
- (xix) Responsible for the processing of Academic Staff Personnel Matters.
- (xx) Responsible for the processing of Staff Pension Matters..
- (xxi) Secretary, Pension Board of Trustees.
- (xxii) Secretary, Staff Disciplinary Committee.
- (xxiii) Performed other duties assigned by the Registrar.

H. *Principal Assistant Registrar (Head of Unit - Examinations and Records)*

September 19, 2006 – October 26, 2007

Duties:

- (x) Responsible to the Registrar for the day-to-day running of the Examinations and Records Unit.
- (xi) Registration of freshmen at the beginning of a new Academic Session.
- (xii) Verification of Students' Credentials.
- (xiii) Issuance of Students' Academic Transcripts (Undergraduate and Diploma)
- (xiv) Supervision of the writing of graduands Certificates:(Postgraduate, Undergraduate and Diploma).
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- (xvi) Preparation of Students' Statements of Results and Notification of Results.
- (xvii) Preparation of Undergraduate Graduand Lists for the Convocation Ceremony.
- (xviii) Performed other duties assigned by the Registrar.

I. *Principal Assistant Registrar/College Officer, College of Natural Sciences (COLNAS)*

November 1, 2005 – September 18, 2006

J. *Principal Assistant Registrar/College Officer, College of Plant Science and Crop Production (COLPLANT)*

November 25, 2002 – October 31, 2005

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (xxiv) Secretary, College Postgraduate Committee.
- (xxv) Secretary to other Committees of the Colleges
 - (xxvi) Performed any other duties assigned by the Dean.

03.1.3. Senior Assistant Registrar - Oct. 1999 – May 2002***C. Senior Assistant Registrar/College Officer, College of Agricultural Management, Rural Development and Consumer Studies (COLAMRUCS)***

July 10, 2000 – November 24, 2002

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (xxvii) Secretary, College Postgraduate Committee.
- (xxviii) Secretary to other Committees of the Colleges
- (viii) Performed any other duties assigned by the Dean.

D. Assistant Registrar (UNAAB Consult Ltd.)

October 13, 1998 – July 9, 2000

Duties:

- (iv) Rendered Administrative support to the Director of UNAAB Consult in the day-to-day running of the Consult.
- (v) Monitored activities of Units under Consult Limited
- (vi) Secretary, Consult Round Table Group

03.1.4. Assistant Registrar - Dec. 31, 1996 – Sept. 1999***B. Assistant Registrar (Personnel Division)***

Dec. 31, 1996 – Oct. 12, 1998

Duties:

- (vi) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (vii) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (viii) Assisted the Head of Division in Registry Review Panel Matters.
- (ix) Performed other duties assigned by the Head of the Division.

03.1.5. Administrative Officer III - Jan. 15, 1990 – Dec. 30, 1996

E. Administrative Officer I (Personnel Division)

August 15, 1994 - Dec. 30, 1996

Duties:

- (v) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (vi) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (vii) Assisted the Head of Division in Registry Review Panel Matters.
- (viii) Performed other duties assigned by the Head of the Division.

F. Administrative Officer I/College Officer, College of Environmental Resources Management (COLERM)

September 1995 – December, 1995

Duties:

- (vii) Responsible to the Dean for the day-to-day activities of the College.
- (viii) Registration of Students in the College.
- (ix) Secretary, College Board of Studies.
- (x) Secretary, College Board.
- (xi) Secretary, College Postgraduate Committee.
- (xii) Performed other duties assigned by the Dean.

G. Administrative Officer II/I, (Office of the Deputy Vice-Chancellor)

January 1993 – July 1994

Duties:

- (v) Responsible to the Deputy Vice-Chancellor on matters relating to the Office
- (vi) Supervised Staff of the Office.
- (vii) Secretary, Farm Development Board (FADEB).
- (viii) Secretary, Projects Monitoring Committee (PROMCO).

H. Administrative Officer II (Protocol), Office of the Vice-Chancellor

January 15, 1990 - December 30, 1992

Duties:

- (v) Planned and coordinated all protocol matters in the Vice-Chancellor's Office.
- (vi) Planned and coordinated the activities and programmes of official guests to the Vice-Chancellor's Office, in liaison with the PAR (VCO) and SAR (Public Relations).

- (vii) Supervised the Vice-Chancellor's domestic staff.
- (viii) Performed other duties assigned to me.

03.2. EMPLOYMENT (PREVIOUS EMPLOYER, STATUS AND DATES)

- (b) **School of Preliminary Studies, Keffi, Plateau State
(now Nassarawa State) - NYSC**
Administrative Assistant to the School Principal.- Oct. 1986 – Sept. 1987
- (a) **Etteh Aro & Partners, Ibadan**
Clerical Officer/Receptionist. - Sept. 1982 – Nov. 1983

04. SPECIAL UNIVERSITY ASSIGNMENTS / COMMUNITY SERVICE

- (a) **Committees/Panels Serviced**
 - (xxviii) Secretary, High-Powered Committee of the Governing Council to Investigate the Industrial Unrest and Lingering Crisis in the University – Dec. 2016 to date.
 - (xxix) Co-ordinator, 2016 Pre-Admission Screening Exercise – 2016.
 - (xxx) Secretary, Committee on Review of the University Rules and Regulations for Senior and Junior Staff, Career Structure and Scheme of Service – June, 2013 – October, 2014.
 - (xxxii) Alternate Secretary, Committee on 2011-2020 Strategic Plan – May, 2013.
 - (xxxiii) Secretary, Committee to Study the Reports on the Inconsistencies in Staff Salary Placement on Appointment, Promotion and Upgrading- January 2013 – February, 2014.
 - (xxxiv) Secretary, Physical Planning and Capital Works Committee – July 2011 to date
 - (xxxv) Secretary, Local Organising Committee for Strategic Plan Workshop - May 2013.
 - (xxxvi) Chairperson, Sub-Committee on Staff Audit in the University. –May, 2013.
 - (xxxvii) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2010/2011 Academic Session (Group A) – 2010.
 - (xxxviii) Secretary, Users' Committee on the Construction of College of Food Science and Human Ecology (COLFHEC) Building – April, 2010.
 - (xxxviii) Secretary, Committee on the Evaluation of Performance of Colleges and Departments – 2009.
 - (xxxix) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2008/2009 Academic Session (Group D) – 2009.
 - (xl) Secretary, Ad-hoc Committee on the Review of University APER Forms – 2009.
 - (xli) Secretary, Committee on the Construction of Chief Olatunde Abudu Building – 2006.
 - (xlii) Secretary, Committee on the Construction of Chief Tony Anenih Multipurpose Complex - 2006 – 2007.
 - (xliii) Secretary, Committee on Part-Time Degree Programme - 2005.

- (xlv) Secretary, Committee on Establishment of College of Management Sciences – 2004.
- (xlv) Secretary, Committee on Evaluation of Universities of Agriculture – 2004.
- (xlvi) Secretary, Space Allocation Committee - 2002.
- (xlvii) Secretary, Projects Coordinating Committee (NUSIP) 2001 – 2002.
- (xlviii) Secretary, Panel of Investigation into the Operations of the UNAAB Community Bank - 2002.
- (xlix) Secretary, Ad-hoc Committee on Manual of Administrative Procedure. 2001.
- (l) Secretary, Ad-hoc Committee for the Special Convocation Ceremony for the Installation of the Chancellor (2001).
- (li) Secretary, Ad-hoc Committee on Celebration of African University Day.2001.
- (lii) Secretary, Ad-hoc Committee on Executive Lodges' Renovation. 1996.
- (liii) Secretary, Security Committee.1996.
- (liv) Secretary, University Career Structure Committee.1994.

(b) Membership of Committees/Panels

- (xiii) Member, Committee on Staff and Students Audit in the University – May, 2013.
- (xiv) Member, Board of the University of Agriculture, Abeokuta Health Services 2011.
- (xv) Member, Committee on Determination of Criteria for Performance, Research Productivity and Nomination of Awardees for Academic and Non-Teaching Staff – 2009.
- (xvi) Member, Users' Committee on the Construction of Pension House - 2008.
- (xvii) Member, Users' Committee on UNIS Female Hostels – 2008.
- (xviii) Member, Investigation Panel on Illegal Collection of Money by a staff – 2006 – 2008.
- (xix) Member, Investigation Panel on a Case of Misconduct Against a staff - 2005.
- (xx) Member, Registry Welfare Committee - 2001 to 2004.
- (xxi) Member, Staff School Governing Board -July 2001 to 2004.
- (xxii) Member, UNAAB Staff School Committee -August 1997 – June 2001.
- (xxiii) Member, Guest Houses and Canteen Management Committee (GUCAMAC) 1990-1992.
- (xxiv) Member, Special Lectures and Publications Committee (SPELEPUB) -1990-1992.

(c) Community Service

- (i) Invigilation/Supervision of JAMB Examinations.
- (ii) Treasurer, Muslim Women Association, FUNAAB Chapter.
- (iii) Editor-In-Chief, Parrot Magazine, a Publication of the Senior Staff Association of Nigerian Universities, FUNAAB Chapter.
- (iv) Chairman, Association of Nigerian University Professional Administrators (ANUPA), FUNAAB Chapter. - 2015 to Date.

05. COMMENDATION

- (i) Commendation letter for efficiency and diligence in handling responsibilities allotted on Pension Board of Trustees matters – July, 2014
- (ii) Commendation letter for the orderly conduct of affairs at the Registry Staff Get-Together - April 2002.
- (iii) Commendation letter for high level of dedication and devotion to duty - June 1998.
- (iv) Commendation letter for good performance, commitment and diligence December,1995.

06. MEMBERSHIP OF PROFESSIONAL BODIES

- (vi). Member, London Academy for Higher Education (LAHE), Knowledge Exchange Club - 2011.
- (vii). Member, Association of University Administrators (AUA) – 2008.
- (viii). Member, Association of Nigerian University Professional Administrators (ANUPA) – 2008.
- (ix). Member, Nigerian Institute of Management (MNIM) - 2003.
- (x). Affiliate Member, Chartered Institute of Personnel Management of Nigeria (CIPMN) - 1993.

07. PRESENT EMPLOYMENT INDICATING PRESENT STATUS AND SALARY

Federal University of Agriculture, Abeokuta, Deputy Registrar II/CONTISS 14 step 9 (N4,741,058.88 per annum)

08. PUBLICATIONS

- 1998 - The Effect of Anxiety on the Stimulus Performance Task on Acute Schizophrenic and Normal Subjects (Unpublished M.Sc. Thesis).
- 1986 - The Effects of Birth Order, Family Size, and Socio-Economic Status on the Need for Achievement (Unpublished B.Sc. Thesis).

09. EXTRA CURRICULA ACTIVITIES

Listening to music, Photography and House-keeping.

10. WORKSHOPS ATTENDED WITH DATES

- (i). National Conference and General Assembly of ANUPA held at the National Universities Commission (NUC) Auditorium Abuja, – 29th November – 2nd December, 2015.
- (ii). Workshop on Nigeria Labour Laws, International Labour Standards and Decent Work Agenda: Implications for Labour Management Relations, MINILS, Ilorin, October 21 – 24, 2014.
- (iii). Sensitization Workshop on Pension Management under Pension Transitional Arrangement Directorate (PTAD), Ibadan, October 9, 2014.

- (iv). Capacity Building Training Workshop for Members of the Pension Board, Airport Hotels, Ikeja, Lagos, September 15 – 17, 2014.
- (v). Capacity Building Workshop on Investment of Pension Fund and Returns on Investment Portfolio, Whispering Palms, Badagry, April 16 – 18, 2014.
- (vi). Training Programme in Modern Trends in E-Administration, London Academy for Higher Education, Dubai - February 12 – 18, 2011.
- (vii). Workshop on Advanced Effective Management Course, Federal College of Education, Osiele, Abeokuta - November 7 – 10, 1998.

11. NAMES AND ADDRESSES OF THREE (3) REFEREES

- (i) **Mr. E.A .Lawale**
Registrar
Chrisland University
Abeokuta,
Ogun State.
- (ii) **Prof. F. K. Salako**
Department of Soil Science and Land Management,
Federal University of Agriculture, Abeokuta,
Ogun State
- (iii) **Prof. (Mrs) B.I. Akeredolu-Ale**
Dean, College of Agricultural Management and Rural Development (COLAMRUD)
Federal University of Agriculture, Abeokuta,
Ogun State

Signature & Date

old

CURRICULUM VITAE

01. PERSONAL

- | | |
|---|---|
| (i) Name in Full: | DAWODU, Oluwatoyin Morufat (Nee Olopade) |
| (ii) Date of Birth: | October 28, 1963 |
| (iii) Place of Birth: | Ibadan |
| (iv) Age: | 52years |
| (v) Sex: | Female |
| (vi) Marital Status: | Married |
| (vii) Nationality: | Nigerian |
| (viii) Town and State of Origin: | Abeokuta, Ogun |
| (ix) Local Government: | Abeokuta South |
| (x) Senatorial District: | Ogun Central |
| (xi) Permanent Home Address: | 5, Adebayo Olatoye Street,
Moni-Jesu, Adigbe, Abeokuta |
| (xii) Current Postal Address: | Federal University of Agriculture,
P. M. B. 2240, Abeokuta |
| (xiii) Telephone: | 08033374394, 08079956623 |
| (xiv) E-mail Address: | apinkedawodu@yahoo.com |
| (xv) Present Employer: | Federal University of Agriculture,
P. M. B. 2240, Abeokuta |
| (xvi) Present Employment Status, | Deputy Registrar / Deputy Registrar II |

Salary & Dates:

June 2, 2009 to date & ₦4,741,058.88per annum

1.3 CAREER SUMMARY

I have over twenty-six years (26) post-graduation working experience in University administration of which seven (7) years have been spent as Deputy Registrar in various arms of the University i.e. Administrative, Technical and Junieur Staff Personnel, College of Food Science and Human Ecology, Establishment Matters (Senior) and Senate and Admissions. I have also had the opportunity of Sabbatical appointment at the Cresent University, Abeokuta.

02. EDUCATIONAL BACKGROUND**(i) Educational Institutions Attended with Dates**

(a)	University of Ibadan, Ibadan	-	1987 - 1988
(b)	University of Ibadan, Ibadan	-	1983 - 1986
(c)	Ogun State Polytechnic, Abeokuta	-	1980 - 1982
(d)	MacJob Grammar School, Abeokuta	-	1981
(e)	St. Teresa's College, Oke-Ado, Ibadan	-	1975 - 1980
(f)	Sacred Heart Convent School, Inalende, Ibadan	-	1970 - 1975

(ii) Qualifications Obtained with Dates

(a)	M.Sc. (Clinical Psychology)	-	1988
(b)	B. Sc. (Hons.) Psychology	-	1986
(c)	GCE (Nov./Dec.)	-	1987
(d)	Cambridge 'A' Level	-	1982
(e)	WASC	-	1980 & 1981
(f)	First School Leaving Certificate	-	1975

03. WORK EXPERIENCE**03.1. University of Agriculture, Abeokuta (Now Federal University of Agriculture, Abeokuta - FUNAAB)****03.1.1. Deputy Registrar/Deputy Director/Deputy Registrar II - June 2009 to date****I. Deputy Registrar II/Head of Unit (Senate and Admissions)**

February 29, 2016 to date

Duties:

- ix) Responsible to the Registrar for the day-to-day running of the Unit and matters relating to Senate and Admissions.
- x) Assisting the Chairperson, Admissions Committee on Admission matters.
- xi) Responsible for the processing of Senate papers for presentation at Senate Meetings and its Ad-Hoc Committees.
- xii) Secretary, Committee of Deans and Directors (CODAD).
- xiii) Secretary, Senate Coordinating Committee on Examination Results (SECOCER).
- xiv) Secretary, Admissions Committee.
- xv) Member, representing the Registry on Ceremonials Committee.
- xvi) Performed other duties assigned by the Registrar.

J. Deputy Director/Head of Unit, Establishment Matters (Senior Staff)

January 4, 2013 to February 28, 2016

Duties:

- (ix) Responsible to the Registrar for the day-today running of the Unit.
- (x) Responsible for the processing of interviews, appointments and promotions of Administrative and Technical staff.
- (xi) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (xii) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (xiii) Secretary, Registry Review Panel.
- (xiv) Secretary, Staff Disciplinary Committee.
- (xv) Secretary, Pension Board of Trustees.
- (xvi) Performed other duties assigned by the Registrar.

K. Deputy Registrar/College Officer, College of Food Science and Human Ecology (COLFHEC)

January 5, 2010 to December 31, 2012

Duties:

- (xvii) Rendering Administrative support to the Dean in the day-to-day running of the College.
- (xviii) Supervision of Registry Staff in the College.
- (xix) Responsible for the processing of College presentations at Senate meetings.
- (xx) Attending to students' enquiries in the College.
- (xxi) Secretary, College Board of Studies.
- (xxii) Secretary, College Board.
- (xxiii) Secretary, College Postgraduate Committee.
- (xxiv) Performed other duties assigned by the Dean.

L. Deputy Registrar/Head of Unit (Administrative, Technical and Junior Staff Personnel)

June 2, 2009 to January 4, 2010

Duties:

- (xv) Responsible to the Registrar for the day-today running of the Unit.
- (xvi) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (xvii) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (xviii) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (xix) Secretary, Junior Staff Sub-Committee of APCONTS.
- (xx) Secretary, Registry Review Panel.
- (xxi) Performed other duties assigned by the Registrar.

03.1.2. Principal Assistant Registrar

-

Oct. 2002 – May 2009

K. Principal Assistant Registrar (Head of Unit - Administrative, Technical and Junior Staff Personnel)

January 8, 2008 to June 1, 2009

Duties:

- (xxix) Responsible to the Registrar for the day-to-day running of the Unit.
- (xxx) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (xxxii) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (xxxii) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (xxxiii) Secretary, Junior Staff Sub-Committee of APCONTS.
- (xxxiv) Secretary, Registry Review Panel.
- (xxxv) Performed other duties assigned by the Registrar..

L. Principal Assistant Registrar (Head of Unit - Academic Staff Personnel and Pension Matters)

October 29, 2007 to January 7, 2008

Duties:

- (xxxvi) Responsible to the Registrar for the day-to-day running of the Unit.
- (xxxvii) Responsible for the processing of interviews, appointments and promotions of Academic Staff.
- (xxxviii) Responsible for the processing of Academic Staff Personnel Matters.
- (xxxix) Responsible for the processing of Staff Pension Matters..
- (xl) Secretary, Pension Board of Trustees.
- (xli) Secretary, Staff Disciplinary Committee.
- (xlii) Performed other duties assigned by the Registrar.

M. Principal Assistant Registrar (Head of Unit - Examinations and Records)

September 19, 2006 – October 26, 2007

Duties:

- (xix) Responsible to the Registrar for the day-to-day running of the Examinations and Records Unit.
- (xx) Registration of freshmen at the beginning of a new Academic Session.
- (xxi) Verification of Students' Credentials.
- (xxii) Issuance of Students' Academic Transcripts (Undergraduate and Diploma)
- (xxiii) Supervision of the writing of graduands Certificates:(Postgraduate, Undergraduate and Diploma).
- (xxiv) Preparation of Students' Enrolment Lists for a new Academic Session.
- (xxv) Preparation of Students' Statements of Results and Notification of Results.
- (xxvi) Preparation of Undergraduate Graduand Lists for the Convocation Ceremony.
- (xxvii) Performed other duties assigned by the Registrar.

N. Principal Assistant Registrar/College Officer, College of Natural Sciences (COLNAS)

November 1, 2005 – September 18, 2006

O. *Principal Assistant Registrar/College Officer, College of Plant Science and Crop Production (COLPLANT)*

November 25, 2002 – October 31, 2005

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (xliii) Secretary, College Postgraduate Committee.
- (xliv) Secretary to other Committees of the Colleges
 - (xlv) Performed any other duties assigned by the Dean.

03.1.3. Senior Assistant Registrar - Oct. 1999 – May 2002

E. *Senior Assistant Registrar/College Officer, College of Agricultural Management, Rural Development and Consumer Studies (COLAMRUCS)*

July 10, 2000 – November 24, 2002

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (xlvi) Secretary, College Postgraduate Committee.
- (xlvii) Secretary to other Committees of the Colleges
- (viii) Performed any other duties assigned by the Dean.

F. *Assistant Registrar (UNAAB Consult Ltd.)*

October 13, 1998 – July 9, 2000

Duties:

- (vii) Rendered Administrative support to the Director of UNAAB Consult in the day-to-day running of the Consult.
- (viii) Monitored activities of Units under Consult Limited
- (ix) Secretary, Consult Round Table Group

03.1.4. Assistant Registrar - Dec. 31, 1996 – Sept. 1999

C. Assistant Registrar (Personnel Division)

Dec. 31, 1996 – Oct. 12, 1998

Duties:

- (x) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (xi) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (xii) Assisted the Head of Division in Registry Review Panel Matters.
- (xiii) Performed other duties assigned by the Head of the Division.

03.1.5. Administrative Officer II/I - Jan. 15, 1990 – Dec. 30, 1996

I. Administrative Officer I (Personnel Division)

August 15, 1994 - Dec. 30, 1996

Duties:

- (ix) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (x) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (xi) Assisted the Head of Division in Registry Review Panel Matters.
- (xii) Performed other duties assigned by the Head of the Division.

J. Administrative Officer I/College Officer, College of Environmental Resources Management (COLERM)

September 1995 – December, 1995

Duties:

- (xiii) Responsible to the Dean for the day-to-day activities of the College.
- (xiv) Registration of Students in the College.
- (xv) Secretary, College Board of Studies.
- (xvi) Secretary, College Board.
- (xvii) Secretary, College Postgraduate Committee.
- (xviii) Performed other duties assigned by the Dean.

K. Administrative Officer II/I, (Office of the Deputy Vice-Chancellor)

January 1993 – July 1994

Duties:

- (ix) Responsible to the Deputy Vice-Chancellor on matters relating to the Office
- (x) Supervised Staff of the Office.
- (xi) Secretary, Farm Development Board (FADEB).
- (xii) Secretary, Projects Monitoring Committee (PROMCO).

L. Administrative Officer II (Protocol), Office of the Vice-Chancellor

January 15, 1990 - December 30, 1992

Duties:

- (ix) Planned and coordinated all protocol matters in the Vice-Chancellor's Office.
- (x) Planned and coordinated the activities and programmes of official guests to the Vice-Chancellor's Office, in liaison with the PAR (VCO) and SAR (Public Relations).
- (xi) Supervised the Vice-Chancellor's domestic staff.
- (xii) Performed other duties assigned to me.

03.2. EMPLOYMENT (PREVIOUS EMPLOYER, STATUS AND DATES)**(b) School of Preliminary Studies, Keffi, Plateau State
(now Nassarawa State) - NYSC**

Administrative Assistant to the School Principal.- Oct. 1986 – Sept. 1987

(a) Etteh Aro & Partners, Ibadan

Clerical Officer/Receptionist. - Sept. 1982 – Nov. 1983

04. SPECIAL UNIVERSITY ASSIGNMENTS / COMMUNITY SERVICE**(a) Committees/Panels Serviced**

- (lv) Secretary, High-Powered Committee of the Governing Council to Investigate the Industrial Unrest and Lingering Crisis in the University – Dec. 2016 to date.
- (lvi) Co-ordinator, 2016 Pre-Admission Screening Exercise – 2016.
- (lvii) Secretary, Committee on Review of the University Rules and Regulations for Senior and Junior Staff, Career Structure and Scheme of Service – June, 2013 – October, 2014.
- (lviii) Alternate Secretary, Committee on 2011-2020 Strategic Plan – May, 2013.
- (lix) Secretary, Committee to Study the Reports on the Inconsistencies in Staff Salary Placement on Appointment, Promotion and Upgrading- January 2013 – February, 2014.
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- (lxi) Secretary, Local Organising Committee for Strategic Plan Workshop - May 2013.
- (lxii) Chairperson, Sub-Committee on Staff Audit in the University. –May, 2013.
- (lxiii) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2010/2011 Academic Session (Group A) – 2010.
- (lxiv) Secretary, Users' Committee on the Construction of College of Food Science and Human Ecology (COLFHEC) Building – April, 2010.
- (lxv) Secretary, Committee on the Evaluation of Performance of Colleges and Departments – 2009.
- (lxvi) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2008/2009 Academic Session (Group D) – 2009.
- (lxvii) Secretary, Ad-hoc Committee on the Review of University APER Forms – 2009.
- (lxviii) Secretary, Committee on the Construction of Chief Olatunde Abudu Building – 2006.

- (Ixi) Secretary, Committee on the Construction of Chief Tony Anenih Multipurpose Complex - 2006 – 2007.
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- (xxxv) Member, Guest Houses and Canteen Management Committee (GUCAMAC) 1990-1992.
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(c) Community Service

- (i) Invigilation/Supervision of JAMB Examinations.
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- (viii). National Conference and General Assembly of ANUPA held at the National Universities Commission (NUC) Auditorium Abuja, – 29th November – 2nd December, 2015.

- (ix). Workshop on Nigeria Labour Laws, International Labour Standards and Decent Work Agenda: Implications for Labour Management Relations, MINILS, Ilorin, October 21 – 24, 2014.
- (x). Sensitization Workshop on Pension Management under Pension Transitional Arrangement Directorate (PTAD), Ibadan, October 9, 2014.
- (xi). Capacity Building Training Workshop for Members of the Pension Board, Airport Hotels, Ikeja, Lagos, September 15 – 17, 2014.
- (xii). Capacity Building Workshop on Investment of Pension Fund and Returns on Investment Portfolio, Whispering Palms, Badagry, April 16 – 18, 2014.
- (xiii). Training Programme in Modern Trends in E-Administration, London Academy for Higher Education, Dubai - February 12 – 18, 2011.
- (xiv). Workshop on Advanced Effective Management Course, Federal College of Education, Osiele, Abeokuta - November 7 – 10, 1998.

11. NAMES AND ADDRESSES OF THREE (3) REFEREES

- (i) **Mr. E.A .Lawale**
Registrar
Chrisland University
Abeokuta,
Ogun State.
- (ii) **Prof. F. K. Salako**
Department of Soil Science and Land Management,
Federal University of Agriculture, Abeokuta,
Ogun State
- (iii) **Prof. (Mrs) B.I. Akeredolu-Ale**
Dean, College of Agricultural Management and Rural Development (COLAMRUD)
Federal University of Agriculture, Abeokuta,
Ogun State

Signature & Date

01. PERSONAL

- (i) **Name in Full:** **DAWODU, Oluwatoyin Morufat (Nee Olopade)**
- (ii) **Date of Birth:** October 28, 1963
- (iii) **Place of Birth:** Ibadan
- (iv) **Age:** 52years
- (v) **Sex:** Female
- (vi) **Marital Status:** Married
- (vii) **Nationality:** Nigerian
- (viii) **Town and State of Origin:** Abeokuta, Ogun
- (ix) **Local Government:** Abeokuta South
- (x) **Senatorial District:** Ogun Central
- (xi) **Permanent Home Address:** 5, Adebayo Olatoye Street,
Moni-Jesu, Adigbe, Abeokuta
- (xii) **Current Postal Address:** Federal University of Agriculture,
P. M. B. 2240, Abeokuta
- (xiii) **Telephone:** 08033374394, 08079956623
- (xiv) **E-mail Address:** apinkedawodu@yahoo.com
- (xv) **Present Employer:** Federal University of Agriculture,
P. M. B. 2240, Abeokuta
- (xvi) **Present Employment Status, Salary & Dates:** Deputy Registrar / Deputy Registrar II
June 2, 2009 to date & ₦4,741,058.88per annum

1.4 CAREER SUMMARY

I have over twenty-six years (26) post-graduation working experience in University administration of which seven (7) years have been spent as Deputy Registrar in various arms of the University i.e. Administrative, Technical and Junieur Staff Personnel, College of Food Science and Human Ecology, Establishment Matters (Senior) and Senate and Admissions. I have also had the opportunity of Sabbatical appointment at the Crescent University, Abeokuta.

02. EDUCATIONAL BACKGROUND

- (i) **Educational Institutions Attended with Dates**
- | | | | |
|-----|---|---|-------------|
| (a) | University of Ibadan, Ibadan | - | 1987 - 1988 |
| (b) | University of Ibadan, Ibadan | - | 1983 - 1986 |
| (c) | Ogun State Polytechnic, Abeokuta | - | 1980 - 1982 |
| (d) | MacJob Grammar School, Abeokuta | - | 1981 |
| (e) | St. Teresa's College, Oke-Ado, Ibadan | - | 1975 - 1980 |
| (f) | Sacred Heart Convent School, Inalende, Ibadan | - | 1970 - 1975 |
- (ii) **Qualifications Obtained with Dates**
- | | | | |
|-----|-----------------------------|---|-------------|
| (a) | M.Sc. (Clinical Psychology) | - | 1988 |
| (b) | B. Sc. (Hons.) Psychology | - | 1986 |
| (c) | GCE (Nov./Dec.) | - | 1987 |
| (d) | Cambridge 'A' Level | - | 1982 |
| (e) | WASC | - | 1980 & 1981 |

(f) First School Leaving Certificate - 1975

03. WORK EXPERIENCE

03.1. University of Agriculture, Abeokuta (Now Federal University of Agriculture, Abeokuta - FUNAAB)

03.1.1. Deputy Registrar/Deputy Director/Deputy Registrar II - June 2009 to date

M. Deputy Registrar II/Head of Unit (Senate and Admissions)

February 29, 2016 to date

Duties:

- xvii) Responsible to the Registrar for the day-to-day running of the Unit and matters relating to Senate and Admissions.
- xviii) Assisting the Chairperson, Admissions Committee on Admission matters.
- xix) Responsible for the processing of Senate papers for presentation at Senate Meetings and its Ad-Hoc Committees.
- xx) Secretary, Committee of Deans and Directors (CODAD).
- xxi) Secretary, Senate Coordinating Committee on Examination Results (SECOCER).
- xxii) Secretary, Admissions Committee.
- xxiii) Member, representing the Registry on Ceremonials Committee.
- xxiv) Performed other duties assigned by the Registrar.

N. Deputy Director/Head of Unit, Establishment Matters (Senior Staff)

January 4, 2013 to February 28, 2016

Duties:

- (xvii) Responsible to the Registrar for the day-to-day running of the Unit.
- (xviii) Responsible for the processing of interviews, appointments and promotions of Administrative and Technical staff.
- (xix) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (xx) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (xxi) Secretary, Registry Review Panel.
- (xxii) Secretary, Staff Disciplinary Committee.
- (xxiii) Secretary, Pension Board of Trustees.
- (xxiv) Performed other duties assigned by the Registrar.

O. Deputy Registrar/College Officer, College of Food Science and Human Ecology (COLFHEC)

January 5, 2010 to December 31, 2012

Duties:

- (xxv) Rendering Administrative support to the Dean in the day-to-day running of the College.

- (xxvi) Supervision of Registry Staff in the College.
- (xxvii) Responsible for the processing of College presentations at Senate meetings.
- (xxviii) Attending to students' enquiries in the College.
- (xxix) Secretary, College Board of Studies.
- (xxx) Secretary, College Board.
- (xxxi) Secretary, College Postgraduate Committee.
- (xxxii) Performed other duties assigned by the Dean.

P. Deputy Registrar/Head of Unit (Administrative, Technical and Junior Staff Personnel)
June 2, 2009 to January 4, 2010

Duties:

- (xxii) Responsible to the Registrar for the day-to-day running of the Unit.
- (xxiii) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (xxiv) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (xxv) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (xxvi) Secretary, Junior Staff Sub-Committee of APCONTS.
- (xxvii) Secretary, Registry Review Panel.
- (xxviii) Performed other duties assigned by the Registrar.

03.1.2. Principal Assistant Registrar - Oct. 2002 – May 2009

P. Principal Assistant Registrar (Head of Unit - Administrative, Technical and Junior Staff Personnel)
January 8, 2008 to June 1, 2009

Duties:

- (xlviii) Responsible to the Registrar for the day-to-day running of the Unit.
- (xlix) Responsible for the processing of interviews, appointments and promotions of Administrative, Technical and Junior Staff.
- (l) Responsible for the processing of Non-Teaching Staff Personnel Matters.
- (li) Secretary, Appointments and Promotions Committee for Non-Teaching Staff (APCONTS).
- (lii) Secretary, Junior Staff Sub-Committee of APCONTS.
- (liii) Secretary, Registry Review Panel.
- (liv) Performed other duties assigned by the Registrar..

Q. Principal Assistant Registrar (Head of Unit - Academic Staff Personnel and Pension Matters)
October 29, 2007 to January 7, 2008

Duties:

- (lv) Responsible to the Registrar for the day-to-day running of the Unit.
- (lvi) Responsible for the processing of interviews, appointments and promotions of Academic Staff.

- (lvii) Responsible for the processing of Academic Staff Personnel Matters.
- (lviii) Responsible for the processing of Staff Pension Matters..
- (lix) Secretary, Pension Board of Trustees.
- (lx) Secretary, Staff Disciplinary Committee.
- (lxi) Performed other duties assigned by the Registrar.

R. *Principal Assistant Registrar (Head of Unit - Examinations and Records)*

September 19, 2006 – October 26, 2007

Duties:

- (xxviii) Responsible to the Registrar for the day-to-day running of the Examinations and Records Unit.
- (xxix) Registration of freshmen at the beginning of a new Academic Session.
- (xxx) Verification of Students' Credentials.
- (xxxi) Issuance of Students' Academic Transcripts (Undergraduate and Diploma)
- (xxxii) Supervision of the writing of graduands Certificates:(Postgraduate, Undergraduate and Diploma).
- (xxxiii) Preparation of Students' Enrolment Lists for a new Academic Session.
- (xxxiv) Preparation of Students' Statements of Results and Notification of Results.
- (xxxv) Preparation of Undergraduate Graduand Lists for the Convocation Ceremony.
- (xxxvi) Performed other duties assigned by the Registrar.

S. *Principal Assistant Registrar/College Officer, College of Natural Sciences (COLNAS)*

November 1, 2005 – September 18, 2006

T. *Principal Assistant Registrar/College Officer, College of Plant Science and Crop Production (COLPLANT)*

November 25, 2002 – October 31, 2005

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (lxii) Secretary, College Postgraduate Committee.
- (lxiii) Secretary to other Committees of the Colleges
 - (lxiv) Performed any other duties assigned by the Dean.

03.1.3. Senior Assistant Registrar - Oct. 1999 – May 2002

G. Senior Assistant Registrar/College Officer, College of Agricultural Management, Rural Development and Consumer Studies (COLAMRUCS)

July 10, 2000 – November 24, 2002

Duties:

- (i) Rendered Administrative support to the Dean of the College in the day-to-day running of the College.
- (ii) Supervision of Registry Staff in the College.
- (iii) Responsible for the processing of College Papers presented at Senate meetings.
- (iv) Attended to Students' enquiries in the College.
- (v) Secretary, College Board of Studies.
- (vi) Secretary, College Board.
- (lxv) Secretary, College Postgraduate Committee.
- (lxvi) Secretary to other Committees of the Colleges
- (viii) Performed any other duties assigned by the Dean.

H. Assistant Registrar (UNAAB Consult Ltd.)

October 13, 1998 – July 9, 2000

Duties:

- (x) Rendered Administrative support to the Director of UNAAB Consult in the day-to-day running of the Consult.
- (xi) Monitored activities of Units under Consult Limited
- (xii) Secretary, Consult Round Table Group

03.1.4. Assistant Registrar - Dec. 31, 1996 – Sept. 1999

D. Assistant Registrar (Personnel Division)

Dec. 31, 1996 – Oct. 12, 1998

Duties:

- (xiv) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (xv) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (xvi) Assisted the Head of Division in Registry Review Panel Matters.
- (xvii) Performed other duties assigned by the Head of the Division.

03.1.5. Administrative Officer II/I - Jan. 15, 1990 – Dec. 30, 1996

M. Administrative Officer I (Personnel Division)

August 15, 1994 - Dec. 30, 1996

Duties:

- (xiii) Assisted the Head of Division in the processing of papers related to Appointments and Promotions matters for Senior Staff.
- (xiv) Assisted the Head of Division in Senior Staff matters relating to Study leave, Sabbatical leave and Leave of Absence.
- (xv) Assisted the Head of Division in Registry Review Panel Matters.

- (xvi) Performed other duties assigned by the Head of the Division.

N. Administrative Officer I/College Officer, College of Environmental Resources Management (COLERM)

September 1995 – December, 1995

Duties:

- (xix) Responsible to the Dean for the day-to-day activities of the College.
- (xx) Registration of Students in the College.
- (xxi) Secretary, College Board of Studies.
- (xxii) Secretary, College Board.
- (xxiii) Secretary, College Postgraduate Committee.
- (xxiv) Performed other duties assigned by the Dean.

O. Administrative Officer II/I, (Office of the Deputy Vice-Chancellor)

January 1993 – July 1994

Duties:

- (xiii) Responsible to the Deputy Vice-Chancellor on matters relating to the Office
- (xiv) Supervised Staff of the Office.
- (xv) Secretary, Farm Development Board (FADEB).
- (xvi) Secretary, Projects Monitoring Committee (PROMCO).

P. Administrative Officer II (Protocol), Office of the Vice-Chancellor

January 15, 1990 - December 30, 1992

Duties:

- (xiii) Planned and coordinated all protocol matters in the Vice-Chancellor's Office.
- (xiv) Planned and coordinated the activities and programmes of official guests to the Vice-Chancellor's Office, in liaison with the PAR (VCO) and SAR (Public Relations).
- (xv) Supervised the Vice-Chancellor's domestic staff.
- (xvi) Performed other duties assigned to me.

03.2. EMPLOYMENT (PREVIOUS EMPLOYER, STATUS AND DATES)

**(b) School of Preliminary Studies, Keffi, Plateau State
(now Nassarawa State) - NYSC**

Administrative Assistant to the School Principal.- Oct. 1986 – Sept. 1987

(a) Etteh Aro & Partners, Ibadan

Clerical Officer/Receptionist. - Sept. 1982 – Nov. 1983

04. SPECIAL UNIVERSITY ASSIGNMENTS / COMMUNITY SERVICE

(a) Committees/Panels Serviced

- (lxxxii) Secretary, High-Powered Committee of the Governing Council to Investigate the Industrial Unrest and Lingering Crisis in the University – Dec. 2016 to date.
- (lxxxiii) Co-ordinator, 2016 Pre-Admission Screening Exercise – 2016.
- (lxxxiv) Secretary, Committee on Review of the University Rules and Regulations for Senior and Junior Staff, Career Structure and Scheme of Service – June, 2013 – October, 2014.
- (lxxxv) Alternate Secretary, Committee on 2011-2020 Strategic Plan – May, 2013.
- (lxxxvi) Secretary, Committee to Study the Reports on the Inconsistencies in Staff Salary Placement on Appointment, Promotion and Upgrading- January 2013 – February, 2014.
- (lxxxvii) Secretary, Physical Planning and Capital Works Committee – July 2011 to date
- (lxxxviii) Secretary, Local Organising Committee for Strategic Plan Workshop - May 2013.
- (lxxxix) Chairperson, Sub-Committee on Staff Audit in the University. –May, 2013.
- (xc) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2010/2011 Academic Session (Group A) – 2010.
- (xci) Secretary, Users’ Committee on the Construction of College of Food Science and Human Ecology (COLFHEC) Building – April, 2010.
- (xcii) Secretary, Committee on the Evaluation of Performance of Colleges and Departments – 2009.
- (xciii) Secretary, In-house Screening Exercise for Students offered Provisional Admission in 2008/2009 Academic Session (Group D) – 2009.
- (xciv) Secretary, Ad-hoc Committee on the Review of University APER Forms – 2009.
- (xcv) Secretary, Committee on the Construction of Chief Olatunde Abudu Building – 2006.
- (xcvi) Secretary, Committee on the Construction of Chief Tony Anenih Multipurpose Complex - 2006 – 2007.
- (xcvii) Secretary, Committee on Part-Time Degree Programme - 2005.
- (xcviii) Secretary, Committee on Establishment of College of Management Sciences – 2004.
- (xcix) Secretary, Committee on Evaluation of Universities of Agriculture – 2004.
- (c) Secretary, Space Allocation Committee - 2002.
- (ci) Secretary, Projects Coordinating Committee (NUSIP) 2001 – 2002.
- (cii) Secretary, Panel of Investigation into the Operations of the UNAAB Community Bank - 2002.
- (ciii) Secretary, Ad-hoc Committee on Manual of Administrative Procedure. 2001.
- (civ) Secretary, Ad-hoc Committee for the Special Convocation Ceremony for the Installation of the Chancellor (2001).
- (cv) Secretary, Ad-hoc Committee on Celebration of African University Day.2001.
- (cvi) Secretary, Ad-hoc Committee on Executive Lodges’ Renovation. 1996.
- (cvii) Secretary, Security Committee.1996.
- (cviii) Secretary, University Career Structure Committee.1994.

(b) Membership of Committees/Panels

- (xxxvii) Member, Committee on Staff and Students Audit in the University – May, 2013.
- (xxxviii) Member, Board of the University of Agriculture, Abeokuta Health Services 2011.
- (xxxix) Member, Committee on Determination of Criteria for Performance, Research Productivity and Nomination of Awardees for Academic and Non-Teaching Staff – 2009.
- (xl) Member, Users’ Committee on the Construction of Pension House - 2008.
- (xli) Member, Users’ Committee on UNIS Female Hostels – 2008.
- (xlii) Member, Investigation Panel on Illegal Collection of Money by a staff – 2006 – 2008.
- (xliii) Member, Investigation Panel on a Case of Misconduct Against a staff - 2005.
- (xliv) Member, Registry Welfare Committee - 2001 to 2004.
- (xlv) Member, Staff School Governing Board -July 2001 to 2004.
- (xlvi) Member, UNAAB Staff School Committee -August 1997 – June 2001.
- (xlvii) Member, Guest Houses and Canteen Management Committee (GUCAMAC) 1990-1992.
- (xlviii) Member, Special Lectures and Publications Committee (SPELEPUB) - 1990-1992.

(c) Community Service

- (i) Invigilation/Supervision of JAMB Examinations.
- (ii) Treasurer, Muslim Women Association, FUNAAB Chapter.
- (iii) Editor-In-Chief, Parrot Magazine, a Publication of the Senior Staff Association of Nigerian Universities, FUNAAB Chapter.
- (iv) Chairman, Association of Nigerian University Professional Administrators (ANUPA), FUNAAB Chapter. - 2015 to Date.

05. COMMENDATION

- (i) Commendation letter for efficiency and diligence in handling responsibilities allotted on Pension Board of Trustees matters – July, 2014
- (ii) Commendation letter for the orderly conduct of affairs at the Registry Staff Get-Together - April 2002.
- (iii) Commendation letter for high level of dedication and devotion to duty - June 1998.
- (iv) Commendation letter for good performance, commitment and diligence December,1995.

06. MEMBERSHIP OF PROFESSIONAL BODIES

- (xvi). Member, London Academy for Higher Education (LAHE), Knowledge Exchange Club - 2011.
- (xvii). Member, Association of University Administrators (AUA) – 2008.

- (xviii). Member, Association of Nigerian University Professional Administrators (ANUPA) – 2008.
- (xix). Member, Nigerian Institute of Management (MNIM) - 2003.
- (xx). Affiliate Member, Chartered Institute of Personnel Management of Nigeria (CIPMN) - 1993.

07. PRESENT EMPLOYMENT INDICATING PRESENT STATUS AND SALARY

Federal University of Agriculture, Abeokuta, Deputy Registrar II/CONTISS 14 step 9 (N4,741,058.88 per annum)

08. PUBLICATIONS

- 1998 - The Effect of Anxiety on the Stimulus Performance Task on Acute Schizophrenic and Normal Subjects (Unpublished M.Sc. Thesis).
- 1986 - The Effects of Birth Order, Family Size, and Socio-Economic Status on the Need for Achievement (Unpublished B.Sc. Thesis).

09. EXTRA CURRICULA ACTIVITIES

Listening to music, Photography and House-keeping.

10. WORKSHOPS ATTENDED WITH DATES

- (xv). National Conference and General Assembly of ANUPA held at the National Universities Commission (NUC) Auditorium Abuja, – 29th November – 2nd December, 2015.
- (xvi). Workshop on Nigeria Labour Laws, International Labour Standards and Decent Work Agenda: Implications for Labour Management Relations, MINILS, Ilorin, October 21 – 24, 2014.
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Registrar
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- (iii) **Prof. (Mrs) B.I. Akeredolu-Ale**
Dean, College of Agricultural Management and Rural Development (COLAMRUD)
Federal University of Agriculture, Abeokuta,
Ogun State

Signature & Date