

CURRICULUM VITAE

01. PERSONAL

- i. Name in full : BABATUNDE, Olufemi Joseph
- ii. Date of Birth : April 22, 1980
- iii. Place of Birth : Abeokuta
- iv. Age : 41 years
- v. Sex : Male
- vi. Marital Status : Married
- vii. Nationality : Nigerian
- viii. Town and State of Origin: Abeokuta, Ogun State
- ix. Contact Address : Vice-Chancellor's Office
Federal University of Agriculture, Abeokuta.
- x. Phone Number : +2348039242322, +2348156118895
- xi. E-mail Address : babfem2013@gmail.com, babatundej@funaab.edu.ng
- xii. Present Post and Salary: **Senior Assistant Registrar**

02. EDUCATIONAL BACKGROUND

- (i) **Educational Institutions attended (with Dates)**
 - Olabisi Onabanjo University, Ago –Iwoye, Ogun State - 2015 - 2017
 - Olabisi Onabanjo University, Ago Iwoye, Ogun State - 2005-2010
 - West African Senior School Examination (Private) - 2001
 - Agunbiade Victory High School, Magbon, Abeokuta - 1992-1998
- (ii) **Academic and Professional Qualifications (with Dates)**
 - Master of Science (M.Sc.) Economics - 2017
 - Bachelor of Science (Ed.) (Hons.) Economics - 2010
 - West African Senior School Certificate - 2001
- (iii) Prizes, Honours, National and International Recognition - Nil

03. WORK EXPERIENCE

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

Assistant Registrar

- (A) **Vice-Chancellor's Office** **May 26, 2021 - Date**

Duties

- i. Bringing up draft memos, letters and other correspondences for the Deputy Registrar I in the Vice- Chancellor's Office;
- ii. Taking of minutes of meetings ;
- iii. Giving responses to memos/correspondences as directed by Deputy Registrar I (VCO);
- iv. Any other job assigned daily, by the Superior Officers.

(B) Procurement Unit - July 8, 2019 – May 25, 2021

Duties

- i. Secretary, Tender Opening Committee
- ii. Secretary, Technical Evaluation Committee
- iii. Secretary, Financial Evaluation Committee
- iv. Secretary, Post Evaluation Committee
- v. Providing secretariat support for Procurement Planning Committee
- vi. Providing secretariat support for Tenders Board Meeting
- vii. Assisting in other procurement matters
- viii. Drafting of official memos and letters for the Head, Procurement Unit
- ix. Inspecting of supplies and contracts
- x. Assisting in other procurement matters

(C) Administrative Officer I – Assistant Registrar

College of Management Sciences (COLMAS) – November 12, 2016 – July 5, 2019

Duties

- i. Providing Secretariat support for College Board/Committee meetings;
- ii. Assistant Secretary, College Promotion Assessment Panel;
- iii. Attending to students' enquiries;
- iv. Attending to general complaints on utilities and other facilities in the College;
- v. Acting as College Officer in the absence of the College Officer;
- vi. Any other official duties assigned by the Dean and the College Officer.

(D) Administrative Officer I

**Directorate of Establishment and Human Resources (E&HR) February 29 2016
November 11, 2016**

Duties

- i. Assisting the Head, Establishment and Human Resources in his daily routine assignment
- ii. Drafting/ responding to internal memos and letters as directed by the Head;
- iii. Attending to staff requests, enquiries and complaints as directed from time to time;
- iv. Assisting the Head, E & HR in all matters relating to preparation of papers for various committees as they concern E & HR;
- v. Updating Staff Personnel records;
- vi. Secretariat staff at meetings of APCONTS/APCAS and Interview Panels;
- vii. Preparing approvals of Leaves such as Annual Leave, Maternity Leave and Casual Leave;
- viii. Any other official duties that may be assigned by the Head of the Unit.

(E) Administrative Officer II – Administrative Officer I

International Centre for Professional Development (ICPD) - May 14, 2014 – February 28, 2016

Duties

- i. Preparation of draft memos, letters and other correspondences for the Centre Manager;
- ii. Preparation of draft advertisement for on-line and National Newspapers publications;
- iii. Serve as Secretary to the Centre Committees;

- iv. Preparation of minutes of meetings, agenda and working papers for the meetings;
- v. Communication of decision extracts to the appropriate officers in the Centre or the University;
- vi. Working as marketing officers for the Centre;
- vii. Served as Board Secretary for the Centre;
- viii. Any other duties as may be assigned by the Centre Manager;

(F) Administrative Officer II
FUNAAB Guest House, (FGH) - November 5, 2012 – May 13, 2014

Duties

- i. Reporting day-to-day activities of the FUNAAB Guest House to the Chairperson (FGH);
- ii. Served as Manager of the FUNAAB Guest House, (FGH);
- iii. Supervising all activities going on in the Guest House;
- iv. Supervising staff in the Guest House;
- v. Reporting all items that needed repairs and maintenance to the Management through the Chairperson, FGH;
- vi. Writing and bringing up official memos and letters for the Chairperson and
- vii. Any other job assigned daily by the Chairperson, FGH

(G) Administrative Officer II
College of Animal Science and Livestock Production, (COLANIM)
- June 4, 2012 –November 4, 2012

Duties

- i. Bringing up draft memos, letters and other correspondences for the College Officer and the Dean;
- ii. Providing Secretariat support for College Board/Committee meetings;
- iii. Giving responses to memos/correspondences in the College as directed by the College Officer and the Dean;
- iv. Serving as secretary to College Committees;
- v. Acting as College Officer in the absence of the College Officer;
- vi. Any other job assigned daily, by the Dean and the College Officer

(H) Administrative Officer II
Vice-Chancellor's Office - (January 2, 2012 – June 3, 2012)

Duties

- i. Bringing up draft memos, letters and other correspondences for the Director and Deputy Director in the Vice- Chancellor's Office;
- ii. Taking of minutes of meetings;
- iii. Giving responses to memos/correspondences as directed by Director (VCO);
- iv. Any other job assigned daily, by the Superior Officers.

04. SPECIAL ASSIGNMENTS/COMMUNITY SERVICE

- i. Secretary, Committee of Upgrading of Facilities at the University's Lodges for the Chancellor, Pro-Chancellor and Vice-Chancellor - 2021
- ii. Secretary, Welfare Committee for Presidential Visitation Panel (2011-2020) - 2021
- iii. Secretary, Association of Nigerian University Professional Administrators 2019 - Date
- iv. Assistant Secretary, FUNAAB Schools' Management Board - 2017- Date
- v. Zonal Coordinator, Abiola Way, Abeokuta, House Fellowship, Mountain of Fire and Miracles Ministries - 2016 – Date;
- vi. Collation Officer, Obantoko Ward, during 2019 General Election - Feb. 2019
- vii. Secretary, Environmental and Resources Management Committee - 2016 –2019;
- viii. Secretary, Students Policies Committee - 2016– 2019;
- ix. Financial Secretary, Association of Nigerian University Professional Administrators, (ANUPA), FUNAAB Chapter - 2014– 2019;
- x. Secretary, Board of International Centre for Professional Development (ICPD) - 2014 – 2016
- xi. Secretary, Mandates and Organizational Structure - (FUNAAB Strategic Plan (2014- 2020) - 2013 - 2014;
- xii. Secretary, Committee to Enhance the Office of the Heads of Department in the University - 2012 –2013;
- xiii. Member, Task Team on Presidential Visitation Panel - 2011

05. COMMENDATIONS

- i. Letter of Commendation for selfless service rendered as a Welfare Committee for the Federal Government Visitation Panel to FUNAAB (2011-2020 - July, 2021
- ii. Letter of Commendation for the excellent performance and selfless service rendered during 2019 NUC-ACE Procurement Audit of CEADESE - July, 2020
- iii. Letter of Appreciation and Commendation from the Vice- Chancellor for selfless Service, dedication, sacrifice and commitment to work - May, 2012
- iv. Letter of Appreciation from the University Management for Excellent Performance and commendable effort during the Presidential Visitation Panel - May, 2011
- v. Commendation for Punctuality at work - April, 2010

06. MEMBERSHIP OF PROFESSIONAL BODIES

Association of Nigerian University Professional Administrators (ANUPA)
- **Membership No: 6574**

07. EXTRA CURRICULA ACTIVITIES

Reading, Writing and attending to people.

08. PUBLICATION

Ogunmuyiwa M.S. and **Babatunde O. J. (2017)**. Monetary Policy and Inflation Management in Nigeria, an ARDL Approach. **Osogbo Journal of Management (OJM)**, 2017, 2(3), 1-8.

A Publication of Department of Accounting and Finance and Business Administration,
Fountain University, Osogbo.

09. REFEREES

i. Professor P. B. Abdulsalam-Sagir

College of Management Sciences and Rural Development (COLAMRUD)
Federal University of Agriculture,
Abeokuta.

ii. Mr. M.O. Ayanda

Deputy Registrar II
Federal University of Agriculture,
Abeokuta.

iii. Mrs. O. O. Banuso

Deputy Registrar II
Federal University of Agriculture,
Abeokuta.

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Signature

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Date