

CURRICULUM VITAE

01 PERSONAL

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|--------|---------------------------|---|
| (i) | Name in full: | AKINLABI Basirat Omotayo |
| (ii) | Date of Birth: | 16 th February, 1978 |
| (iii) | Place of Birth: | Abeokuta, Ogun State |
| (iv) | Age: | 47 years |
| (v) | Sex: | Female |
| (vi) | Marital Status: | Married |
| (vii) | Nationality: | Nigerian |
| (viii) | Town and State of Origin: | Abeokuta, Ogun State |
| (ix) | Contact Address: | c/o Department of Mechanical Engineering,
College of Engineering,
Federal University of Agriculture, Abeokuta |
| (x) | Phone Number: | 08038093746 |
| (xi) | E-Mail Address: | koredekolade2011@gmail.com |
| (xii) | Present Post and Salary: | Prin. Conf. Sect. II |
| (xi) | Post on Promotion: | Principal Confidential Secretary I, |

02 EDUCATIONAL BACKGROUND

(i) School attend with date

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|---|--|---------|
| 1 | Bachelor of Science (B.Sc.) Federal University, Oye-Ekiti, Ekiti State | In view |
| | HND, Moshood Abiola Polytechnic, Ojere, Abeokuta | 2014 |
| 2 | OND, Moshood Abiola Polytechnic, Ojere, Abeokuta | 2008 |
| 3 | Obalaju High School, Joga Orile, Abeokuta | 2002 |

ii) Academic and Professional Qualifications (With Dates)

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|---|---|------|
| 1 | Higher National Diploma in Office Technology and Management | 2014 |
| 2 | Ordinary National Diploma in Secretarial Studies | 2008 |
| 3 | Certificate in Desktop Publishing Computer | 2001 |
| 4 | National Examinations Council Senior School Certificate | 2002 |

(iii) Prizes, Honours, National and International Recognition - NIL

03 WORK EXPERIENCE

- (i) Ogun State Ministry of Environment**
Data Processing Operator August 6, 2013 to December 2010.
- (ii) Ogun Oshun River Basing Development Authority, Abeokuta**
Senior Confidential Secretary: January 4, 2011 to August 14, 2019.
- (iii) Academic Establishment Unit, Federal University of Agriculture, Abeokuta**
Senior Confidential Secretary: August 15, 2019 – July 2024
- (v) Department of Mechanical Engineering Federal University of Agriculture, Abeokuta**
Principal Confidential Secretary II July 2024 till *date*

Duties:

- i. Typing of documents referred to me by the Ag. Head of Department
- ii. Ensuring the safe-keep of all documents typed.
- iii. Ensuring the proper handling of the Computer System in my care.
- iv. General assistance to the Ag. Head of Department
- v. Other duties as may be assigned from time to time by Superior Officers.
- vi. Collating of Students file

04 SPECIAL ASSIGNMENTS/COMMUNITY SERVICE

- i. Financial Secretary South-West Exco - Association of Professional Secretarial of Nigerian January 2018 till date.
- ii. Otun Iya Adeen of Akepe-Oluwa Central Community Mosque January 2015 till date.
- iii. Ex-Officio, Akepe-Oluwa CDA Community from January 2019 till date.
- iv. Public Relation Officer, Grace Gate International Nursery and Primary School, Kangudu, Obantoko, Abeokuta from December 2019 till date.
- v. Matron, Blue House, Grace Gate International Nursery and Primary School, Kangudu, Obantoko, Abeokuta from December 2019 till date.

- vi. Committee member of 5th AGM of FUNAAB Abeokuta Muslim Community Welfare Foundation (FAMWEF)
- vii Secretary of Business Investment Committee (BIC) of FAMWEF

05 COMMENDATION- 4th substantive Registrar of the University

06 MEMBERSHIP OF PROFESSIONAL BODIES

Member, University Secretarial Staff Association (USSA)

Member Association of Professional Secretarial of Nigerian (APSON)

07 EXTRA CURRICULAR ACTIVITIES

Farming both Crops and Livestock

Reading and Travelling

Listening to music

08 PUBLICATIONS -

Student Final Project for Award of Higher National Diploma in Office Technology and Management (Topic- Perception of Non-Training as an Impetus for job performance (A case study of Moshood Abiola Polytechnic) Akinlabi B. O. (2014). (*Unpublished*)

Student Final Project for Award of Diploma in Secretarial Studies Management (Topic- The Roles and Challenges of Secretaries in National Development) Bankole B. O. (2006). (*Unpublished*)

09 REFEREES

- 1. Dr. B. U. Anyanwun**
Ag. Head of Department
Department of Mechanical Engineering,
Federal University of Agriculture,
Abeokuta.
- 2. Dr. N. O. Adekunle**
Department of Mechanical Engineering,
Federal University of Agriculture,
Abeokuta
- 3. Mr. S. O. Adeniran**

Deputy Registrar,
Federal University of Agriculture,
Abeokuta.