

**AJIFOWOWE ADIJAT BOSEDE**  
**08066372931**

**A. Educational Background**

1. Higher Educational Institutions Attended with Dates:
  - Rufus Giwa Polytechnic, Owo - 2010 – 2013
  - Ondo State Polytechnic, Owo (Now Rufus Giwa Polytechnic, Owo) - 1997 – 2000
  - Fenak College of Management and Secretarial Studies, Ondo - 1994 – 1996
  - Don Bosco Training Centre - February – May, 2002
2. Academic/Professional Qualifications and Distinctions Obtained with Dates:
  - Higher National Diploma in Office Technology and Management - 2013  
Upper Credit
  - National Diploma in Secretariat Studies - - 2001
  - National Business and Technical Examination Certificate - 1996
  - Certificate in Computer Studies - May, 2002

**B. Work Experience with Dates**

1. Previous Work Experience Outside the University System with Dates:  
Ministry of Agric. & Natural Resources, Ondo - June, 2001 – January, 2009
2. Previous Work Experience in Other Universities  
Wesley University, Ondo, Ondo State - February, 2009 – January, 2017

**C. Conferences, Seminars and Workshops Attended With Dates**

- Advanced Digital Appreciation Programme for Tertiary Institutions - November, 2017  
Statistical Package for Social Sciences
- Advanced Digital Appreciation Programme for Tertiary Institutions - November, 2018

**D. Current Relevant Information**

1. Services within the Faculty
  - Providing various secretarial duties including typing of official letters, memos and related documents.
  - Filing of documents
  - Receiving and dispatching of memos, letters e.t.c
  - Sorting of correspondence and other computer related jobs
  - Record keeping of files
  - Handling of faculty imprest
  - Receiving and attending to visitors
  - Arrangement of general cleanliness of the office.
  - Any other duties that might be assigned to me from time to time.