

LADAPO OLUFUNMBI DAMILOTON

CAREER OBJECTIVE

A competent administrator with a friendly personality, organized and willing to accept responsibilities in meeting deadlines promptly. Acquiring all the needed skills, seeking out the most fulfilling environment for development, and striving to do better each day, at every calling towards achieving organizational goals and objectives.

SKILLS & ABILITIES

- Organizational skills: A good team player with interpersonal skills, organized, self-motivated and goal-oriented.
- Technological skills: Computer proficiency; Good knowledge of Microsoft office tools which includes Word, Excel, PowerPoint presentations, spreadsheets, graphic packages, and other software apps.
- Effective Communication skills: good communication skill both written and verbal.
- Functional skills: Ability to learn quickly with little or no supervision and to also take preventive action when risk becomes unacceptable.
- Knowledge based skills: Ability to translate comprehensive administrative and business processes into clear scenarios.
- Personal Traits: Patience, ability to think and articulate well.
- Continuous improvement.

WORK EXPERIENCE

ADMISSIONS OFFICER, UNIVERSITY OF MEDICAL SCIENCES, ONDO September, 2021 – Till Date

Admissions Unit is one of the Registry arms of the University, which is supervised by the Vice-Chancellor

- Dealing with all matters relating to undergraduate admission exercise;
- processing of all documents relating to transfer from other universities;
- correspondence with prospective candidates on enquiries about admission requirements;
- cross-checking/verification of all academic credentials of new students;
- liaison with the faculties/schools on matters relating to the registration of students;
- matters relating to the preparation of matriculation list and the maintenance of the matriculation register;
- the issuance and safe-keeping of academic robes;
- assessing applications of prospective students according to the University's eligibility criteria and admission requirements;
- analyze the applications of prospective students based on standard admission policies as set up by JAMB;

- propose candidates for admission on the JAMB Central Admissions Processing System (CAPS) platform;
- Performing other duties as directed by the Registrar & the Senior Assistant Registrar (Academic Affairs Division) from time to time.

**EXAMINATIONS & RECORDS OFFICER, (ACADEMIC AFFAIRS DIVISION)
UNIVERSITY OF MEDICAL SCIENCES, ONDO**

September, 2020 – September, 2021

Examinations and Records Unit is one of the Registry arms of the University and a section of the Academic Affairs Division.

- Responsible to the Senior Assistant Registrar (Academic Affairs) for the underlisted functions:
 - Issuance of Notification of Results, Letter of Attestation and Academic Transcripts
 - Printing, safekeeping and issuance of Degree Certificates
 - Preparation of Lecture Time-tables, compilation of Invigilators Time-table
 - Confirmation and verification of results/certificates for organizations and institutions locally and internationally;
 - Coordination of Clearance for final year students leaving the University and Processing of lists of graduates for NYSC mobilization;
 - Secretariat for the University Time-Table Committee, Student Disciplinary Committee and Senate Curriculum Committee.
 - Co-ordination of academic gowns for matriculation, convocation and other University ceremonies;
 - Maintenance of students' files and records
 - Custodian of rules and regulations concerning the conduct of examinations in the University including management & distribution of academic/examination materials.

**ADMINISTRATIVE OFFICER, (COUNCIL AFFAIRS) UNIVERSITY OF
MEDICAL SCIENCES, ONDO**

January, 2018 – September, 2020

- Responsible to the Deputy Registrar (Council Affairs) for the overall coordination of the Governing Council Secretariat duties.
- Assisting the Registrar to record proceedings of the Governing Council meetings
- Preparation and release of decision extracts of the Governing Council meetings with the approval of the Registrar.
- Dispatching correspondences to Governing Council members.
- Preparation of Draft Minutes of all Council Committee meetings e.g. Finance and General Purposes Committee (F&GPC), Tenders Committee, Fund Raising Committee, etc.
- Prepare and Disptach all Decision Extracts of Council's Committee meetings with the approval of the Registrar.

- Any other duties as assigned by the Principal Assistant Registrar (Council Affairs) or the Registrar from time to time.

ADMINISTRATIVE ASSISTANT TO THE SSA TO MR. GOVERNOR ON YOUTH AFFAIRS (ONDO-STATE)

August 2014- February 2017

- Managing the SSA's workflow and priorities by managing his schedules.
- Providing youth stakeholders in the moving projects forward by assisting with information gathering, communicating with different relevant parties.
- Ensures performance and oversee special youth projects assigned by the SSA.
- Overseeing day to day operations and staff services, which includes; bookkeeping, employee benefits, payroll, office environment, travel, and event logistics.
- Anticipating needs from the Team and identifying opportunities to create processes and systems to streamline office flow.

ADMINISTRATIVE ASSISTANT, OFFICE OF THE PRO-CHANCELLOR, NATIONAL EAR CARE CENTRE (NECC), KADUNA STATE

May 2014 - August 2014

- Assist the Management of the Centre by evaluating existing procedures and proposed organizational policies and procedures.
- Responds to request from the public and other government and private entities for administrative information about the division.
- Oversees and facilitates resources management and administration procedures and documentation for the Chief Medical Director and also helps organize and facilitates meetings conferences and other special events.
- Assists in the understanding and interpretation of college policies and ensure office operations comply with policy provisions and standards and also performs miscellaneous job-related duties as assigned by the Pro-Chancellor

JUNIOR FINANCIAL ANALYST EDNA WATER (A SUBSIDIARY OF ARCMAR GROUP)

October 2012 – May 2014

- Dealing with incoming, outgoing, and general files.
- Assess current financial conditions by compiling data for annual report, budget, and cash flow and also make recommendations to improve the business.
- Interpret financial transactions and verify documents for compliance with regulatory bodies.
- Act as the investment advisor and financial consultant to the Chief Operating Officer.

PRODUCTIVITY SUPPORT OFFICER (CLEARING OFFICER) WEMA BANK PLC. WUSE BRANCH ABUJA.

April 2012 – September 2012

- Ensure correct procedures for handling clearing cheques, scheduling, and processing of outward cheques.

- Ensure outward clearing cheques are photocopied and duly filed and also post cheques in the correct accounts into relevant accounts.
- Prepare caution notices where applicable.
- Takes outward clearing cheques to clearing and also post inward clearing cheques from clearing daily.
- Handover returned cheques to the head of transaction for onward delivery to customers.
- Supervise and guide subordinates such as bank securities, cleaners to ensure the smooth running of bank operations.

CUSTOMER SERVICE OFFICER, WEMA BANK PLC. WUSE BRANCH, ABUJA.

June 2011 – April 2012 (NYSC EXPERIENCE)

- Interacts with bank customers by providing them with information to address inquiries regarding products and services and also tell them about new product upgrades.
- Help resolve customer complaints by proposing solutions and assist in opening and closure of account, process ATM card request.
- Assist in performing clerical responsibilities such as filing documents and other paperwork, answering telephone calls, and making appropriate transfers, processing new accounts, implementing changes to existing account.
- Handle any other bank transactions such as internal fund transfers as directed by the Business Service Manager from time to time.

EDUCATION

JOSEPH AYO BABALOLA UNIVERSITY IKEJI, ARAKEJI - STATE OF OSUN- In View

- M.Sc. Business Administration with specialization in Risk Management & Insurance

BOWEN UNIVERSITY, IWO, STATE OF OSUN – 2011

- B.Sc. Economics - Second Class (Upper Division)

FEDERAL GOVERNMENT GIRLS’ COLLEGE, AKURE- ONDO-STATE - 2005

- National Examination Council Certificate

CABATAF NURSERY AND PRIMARY SCHOOL, AKURE. ONDO-STATE - 1999

- First School Leaving Certificate

**TRAINING,
WORKSHOPS/
SEMINARS
ATTENDED**

- Virtual Conference on Students Results Verification (WAEC VERIFY) organized by the West African Examinations Council (WAEC) – October, 2021
- Virtual Training for Admissions Officers of Tertiary Institutions in Nigeria on the use of CAPS organized by the Joint Admissions & Matriculations Board (JAMB) - September, 2021
- 3-day Advanced Digital Appreciation Programme For Tertiary Institutions (ADAPTI) in Internet and Microsoft Office Productivity Tools, Cyber Security, Internet Governance and

Internet of Things powered by Digital Bridge Institute (DBI), Abuja, a subsidiary of National Communications Commission (NCC) – July 2021

- 2-day Webinar on Entrenching Integrity and Combatting Fraud in Examinations and Records Administration of Tertiary Institutions, Organized by QRS Associates, Inc. - April 2021
- 1-day Virtual Executive Training Workshop for Tertiary Educational Institutions Professional Administrators - April 2021
- 4-day Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) Training on Internet and Microsoft Office Productivity Tools, Cyber Security, Internet Governance and Internet of Things– October 2020
- 2-Day Workshop for Professional Administrators in the University; Theme: Registry functions and communication skills delivered by Derocke Associates. - March 2020
- 2019 FUTA Registry Workshop for Administrative Officer’s on the Contemporary Issues in Human Resource by Dr. Richard Adeyinka Arifalo (Registrar, Federal University of Technology, Akure) - July 2019
- Workshop on the repositioning of Higher Education Institutions in Nigeria for Emerging Challenges Keynote address by Professor Z. Debo Adeyewa delivered at the FUTA Registry Workshop - July 2019
- Workshop on Leadership and Change Management: Tools for Organizational Effectiveness delivered by Francis Owusu-Mensah, Registrar, University of Africa, Toru-Orua, Bayelsa State, Nigeria. - July 2019
- Managing Conflicts and Crises in Nigerian Tertiary Institutions: The Role of Administration delivered by Dr. Omojola Awosusi, Former Registrar, Ekiti State University, Ado Ekiti.- July 2019
- Motivation, relationship building, and teamwork as drivers of goal achievement in the Tertiary Institution delivered by Mrs. A. F. Osore, Registrar, Federal Polytechnic, Ilaro. - July 2019
- Workshop on Problem Solving and Strategic Thinking: Keys to Goal Attainment delivered by Professor Kamoru Olayiwola Usman (Ff, Fman) B.Tech, M.Ed, Ph.D. (Maths) Provost Federal College Of Education (Special), Oyo - July 2019
- Participant at the workshop on the relevance of professional Administrators in a fast-changing higher education environment: A paper presented by Mrs. B. A. Oloketuyi, Jp, Fnim on Tuesday, 23rd July 2019
- 3-Day Workshop for Registry Staff (2019 Annual Registry Conference) at the Federal University of Technology, Akure (Futa) July - 2019
- 4-day Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI) Training on Statistical Analysis Using Statistical Package for Social Sciences (SPSS) – October 2018
- In-House Training on Customer Service and Relationship Management organized by Wema Bank Plc. Abuja.- August 2011

- Skill Acquisition Program in Jewelry, Accessories and Handmade Artistry organized by YFC International, - June 2005
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LEADERSHIP

- Secretary, Central Admissions Committee & Post UTME Screening Committee under the Chairmanship of the Deputy Vice-Chancellor (Academic) Prof. Roseangela Nwuba – September 2021
 - Secretary, University Time-Table Committee, Student Disciplinary Committee and Senate Examinations & Curriculum Review Committee - under the Chairmanship of the Deputy Vice-Chancellor (Academic) Prof. A. M. Arogunjo - September 2020
 - Secretary, Adhoc Committee on the Analysis of the Pre-qualification of Tender (2018 Capital Project), University of Medical Sciences, Ondo, under the Chairmanship of the University Librarian, Mr. W. A Akinfolarin - May 2019
 - Secretary, Staff Audit and Verification Exercise Committee, University of Medical Sciences, Ondo, under the Chairmanship of the Dean, PG School, Prof. A.O. Nwaopara - June 2019
 - Secretary, 11-man Committee on the Assessment of Facilities/integration of the Former Schools of Nursing and Midwifery with the University of Medical Sciences, Ondo, under the Chairmanship of the Deputy Vice-Chancellor (Academic) Prof. A. M. Arogunjo - September 2018
 - Secretary, School Fees Payment Monitoring Committee, University of Medical Sciences, Ondo - October 2018 under the Chairmanship of Dr. Olabimpe Soyoye
 - Secretary, Direct Labour Committee, University of Medical Sciences, Ondo, under the Chairmanship of the Deputy Vice-Chancellor (Academic), Prof. A. M. Arogunjo - March 2018
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THESIS

The Empirical Verification of the Causes of Bank Distress in Some Selected Commercial Banks in Nigeria under the supervision of Professor Olowoseunre 2011 - Distinction