**AKINBOREWA, OLUWAGBENGA O**

gbenguz007@yahoo.com

oakinborewa@unimed.edu.ng

Mobile Number: **07066960278**

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**OBJECTIVE:** To pursue an evitable career in the relevant sector of Nigeria’s economy through excellent performance, transparency, honesty and a deep sense of commitment and responsibility.

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**BIO DATA**

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**Date of Birth:** February 21, 1987 (32 YEARS)

**Sex:** Male

**Marital Status:** Single

**Nationality:** Nigerian

**State of Origin:**  Ondo State

**Local Govt**: Ondo West Local Government

**Next of Kin:** Mr. Akinborewa, Ambrose

**POSTAL ADDRESS:** P.M.B. 536

 Registry Department,

 University of Medical Sciences,

 Laje Road, Ondo, Ondo State.

**PRESENT EMPLOYMENT, STATUS AND SALARY:** Administrative Officer II **CONTISS 7/4** GROSS PAY: N 1,577,392.08 November 2015 till date.

 **EDUCATIONAL QUALIFICATION OBTAINED WITH DATE**

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* University of Ibadan, Ibadan, Oyo State. 2014

Masters in Literature

* Adekunle Ajasin University, Akungba Akoko, Ondo State . 2009

Bachelor of Arts Education (English)

 (Second Class Lower)

* A.C.E Demonstration Sec School, Ondo, Ondo State. 2003

West African Examination Council

Senior School Certificate.

**WORKING EXPERIENCE**

 **Administrative Officer II (Faculty Officer, Faculty of Dental Sciences)** University of Medical Sciences, Ondo

 October 2017 till date

 **Schedule of Duties:**

* + *Responsible to the Dean of the Fac*ulty for the day-to-day administration of the faculty and also professionally responsible to the Registrar;
	+ *Secretary to the Faculty Board of Studies;*
	+ *Secretary to the Faculty Board of Examiners;*
	+ *Responsible for all faculty properties and the day- to- day maintenance and cleanliness of the Faculty premises;*
	+ *Supervision of all faculty staff;*
	+ *Assistance to the Dean with regard to the administration of the University examinations within the Faculty;*
	+ *Keeping of students and staffs’ record within the Faculty;*
	+ *Gives effective assistance to the Dean with respect to official correspondence;*
	+ *Facilitates the Dean’s presentation at senate meeting and ensuring prompt communication of senate decision to concerned parties for appropriate actions;*
	+ Any other assignment by the Dean and Registrar as may be necessary from time to time.

**Administrative Officer II (Estab & Human Resources Unit)** University of Medical Sciences, Ondo

 November 2015 to October 2017

 **Schedule of Duties:**

*Responsible to the Deputy Registrar (Estab & Human Resources) for:*

* + Preparation of papers for servicing the meetings of the Appointments, Promotions and Disciplinary Committee (AP & DC).
	+ Dealing with matters relating to the promotion, confirmation of appointments, transfers, resignation and retirement of Administrative and Technical Staff;
	+ Preparation of periodic reports to Council on matters relating to appointments and promotions of Staff;
	+ Matters relating to the conditions of service of Staff;
	+ Acting as Secretary to all interview and assessment panels for the appointment of Staff;
	+ Acting as Secretary to adhoc committees
	+ Dealing with matters relating to NYSC members posted to the University;
	+ Facilitating the induction of newly recruited staff;
	+ Updating, keeping and preparing periodic of staff records and statistics,
	+ Preparation of relevant papers on staff disengagement and processing of document for payment of final entitlements;
	+ Any other assignment by the Registrar as may be necessary from time to time.

**English Lang & Literature Teacher**  Success Int’l College, Ondo, Ondo State. 2011-2013

**Schedule of Duties:**

* + Preparation of lesson notes for students and teaching of students as appropriate
	+ Updating, keeping and preparing periodic of students records and statistics,
	+ Assessment of students by conducting examinations
	+ Member of the School Social Committee
	+ Any other assignment by the Proprietor as may be necessary from time to time.

**English Lang Teacher (NYSC)** Sheik Abubakar Gunmi College, Sokoto . 2010-2011

**Schedule of Duties:**

* + Preparation of lesson notes for students and teaching of students as appropriate
	+ Updating, keeping and preparing periodic of students records and statistics,
	+ Assessment of students by preparing examination papers
	+ Any other assignment by the Proprietor as may be necessary from time to time.

**English Language Teacher** Francis Int’l College, Iba, Lagos. 2009

 **Schedule of Duties:**

* + Preparation of lesson notes for students and teaching of students as appropriate
	+ Updating, keeping and preparing periodic of students records and statistics,
	+ Assessment of students by preparing examination papers

**PROFESSIONAL QUALIFICATIONS AND TRAININGS**

Advanced Digital Appreciation Programme, International Centre for Information & Communication Studies, 2016

Associate Member, Nigerian Institute of Management 2019

**ADHOC ASSIGNMENTS PERFORMED AT UNIVERSITY OF MEDICAL SCIENCES, ONDO**

1. Member, University Protocol Committee, 2015 to 2016
2. Member, Unimed Anthem Composition Committee, 2016
3. Secretary, Students Welfare and Disciplinary Committee, 2015 to 2016
4. Secretary, Committee in Charge of Change of Name for Staff, 2016 to 2017
5. Adhoc Staff, University Interview Panel, 2015 t0 2017
6. Event Moderator, University of Medical Sciences’ Founders Day held in December 2016
7. Secretary, Staff Disciplinary Committee, 2019
8. Secretary, University Webpage Committee, 2019

**PERSONAL KEY SKILLS**

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* Ability to proactively initiate, plan, and execute given task
* Abiliity to effectively work and achieve targeted goal
* Good communication and relationship skills
* Proficiency in Microsoft Office Application especially MS Word, MS Excel and Power Point
* Good team spirit

**INTEREST AND ACTIVITIES**

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 Travelling, Talkin`aZg to people, Reading, Writing

**SEMINARS AND WORKSHOPS ATTENDED WITH DATES**

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Executive Conversion Class and Training by Nigerian Institute of Management of Nigeria between 15th August, 2017 to 18th August, 2017.

Staff Orientation Training, University of Medical Sciences. Ondo, 2016 .

Nigerian Institute of Management, Ondo city Chapter, Anniversary public lecture, 2018

**LEADERSHIP SKILLS**

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* Financial Secretary, Arts Education Students’ Association 2006-2007

Adekunle Ajasin University Chapter

Akungba Akoko, Ondo State.

* General Secretary, Arts Education Students’ Association 2007-2008

Adekunle Ajasin University Chapter

Akungba Akoko, Ondo State.

* P.R,O, N.Y.S.C Press Club, Sokoto 2009-2010

**REFERENCES**

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1. **Mrs H. B Atunwa**

Deputy Registrar, Establishment & Human Resources Unit

University of Medical Sciences, Ondo

07061862181

1. **Dr. A. O. Loto**

Dean, Faculty of Dental Sciences

University of Medical Sciences, Ondo

08038627810

1. **Mr. M. A Akinkuade**

Assistant Registrar, Establishment & Human Resources Unit

University of Medical Sciences, Ondo

08068492552