**CURRICULUM VITAE**

**NAME:**  Mr. AKINKUADE Mathew Akinwale

**PLACE AND DATE OF BIRTH:**  Ondo, 1st November, 1979

**SEX:**  Male

**MARITAL STATUS:** Married

**NO OF CHIDREN:** Three (8yrs, 5yrs & 3yrs)

**NATIONALITY:**  Nigeria

**STATE OF ORIGIN:** Ondo State

**LOCAL GOVERNMENT AREA:**  Ondo West

**PERMANENT HOME ADDRESS:** 28, Mokola Street, off Ademulegun Road, Ondo. Ondo State.

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

Registry Department

University of Medical Sciences, Laje Road, Ondo, Ondo State.

**E-MAIL ADDRESS:** [matdorak@yahoo.co.uk](mailto:matdorak@yahoo.co.uk),

makinkuade@unimed.edu.ng

**CURRENT POSITION:**  **Senior Assistant Registrar**

**PHONE NO:**  08068492552, 08068584230

**NAME AND ADDRESS OF NEXT OF KIN:** Akinkuade, Doris Titilayo

28, Mokola Street, off, Ademulegun Road, Ondo. Ondo State. 08068584230

**PRESENT EMPLOYMENT, STATUS:** Assistant Registrar, CONTISS 9/2

**EDUCATION BACKGROUND WITH DATES:**

* Obafemi Awolowo University, Ile Ife, Osun State 2012
* Obafemi Awolowo University, Ile Ife, Osun State 2006
* Adeyemi college of Education Ondo , Ondo State 2000
* Independent Grammar School, Ondo, Ondo State 2000
* Kajola Community Grammar School, Ore, Ondo State 1995

**CERTIFICATES OBTAINED WITH DATES:**

* Master in Education (Higher Education Administration) 2012
* B.A. (Ed) History, OAU, Ile Ife 2006
* National Certificate in Education (Adeyemi College of Education) 2000
* National Examination Council (NECO) 2000
* Senior school Certificate of Examination 1995

**STATEMENT OF EXPERIENCE:**

**WESLEY UNIVERSITY OF SCIENCE AND TECHNOLOGY, ONDO**

**Administrative Officer II**

**Senate Affairs Officer Oct. 2008 to June, 2010**

* *Assistance to the Academic Affairs Officer on Senate and Committee of*

*Deans Matters and in particular for:-*

* The preparation of Senate papers.
* Follow-up actions on Senate decisions.
* The preparation of papers for the Business Committee of Senate.
* The preparation of Committee of Deans papers/Secretary.
* Taking follow-up actions on Committee of Deans decisions.

Performing other duties as directed by the Academic Affairs Officer and/or Registrar from time to time

**Administrative Officer I**

**Students Affairs Officer /Hall Master July 2010 – Dec. 2011.**

* + Responsible to the Dean of Students for the day-to-day Administration of the Students Affairs Unit.
  + Liaison with all Service Departments and Workers on matters affecting Students Welfare.
  + Publication of Students Handbook of Information and any other Students publications.
  + Responsible for Students Representatives Committee.
  + Responsible for Students activities relating to Convocation for award of degrees and prizes.
  + Responsible for processing of allocation of Halls of Residence, preparation of Hall lists.
  + Responsible for the consideration of Students orientation activities.
  + Identification of Students and issuance of Students' Identification Cards.
  + Responsible for organizing alumni activities during the Convocation week.
  + Responsible for arrangement for scholarship interviews and preparation of list of scholarship holders.
  + Students guidance and counseling services
  + Preparation of Students’ master list for National Youth Service Corps.
  + Supervision of Senior and Junior staff of the Division

Other assignments as specified by the Dean of Students, Registrar or the Vice-Chancellor from time to time

**Personnel Officer (Head of Division) 2011 – Nov. 2013**

*Responsible to the Registrar for:*

* + The preparation of papers for and the servicing of the meetings of the University's Appointments and Promotions Committees; matters relating to the appointment, promotion, confirmation, transfer, resignation, discipline and retirement of staff.
  + All categories of staff matters relating to annual leave, study leave, staff development and sabbatical leave.
  + Preparation of periodical reports to Council on matters relating to the appointments, promotions, discipline, study leave etc.
  + Provision of Secretaries for all interviews and assessment Panels for the appointments of all categories of staff
  + Provision of Secretaries to all ad-hoc committees such as investigation and disciplinary panels involving staff;
  + Maintenance of records and periodic preparation of staff statistics;
  + Preparation of letters of appointments and other matters relating to the welfare of staff;
  + Any other assignment as may be directed by the Vice-Chancellor and the Registrar.

*Schedule of Duties are as follows:*

**Assistant Registrar**

**ADMISSIONS/ ACADEMIC OFFICER 2013 to Jan. 2016**

**Admissions Officer**

* *Responsible to the Academic Affairs Officer for matters relating to undergraduate admission exercise which include: -*
  + Dealing with all matters relating to undergraduate admission exercise;
  + Processing of papers on admission by transfer from other Universities;
  + Correspondence with prospective candidates on enquiries about admission requirements;
  + Cross-checking of academic credentials of new students;
  + Liaison with the 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;

Performing other duties as directed by the Academic Affairs Officer and/or Registrar from time to time.

**Academic Affairs Officer**

* + Responsible to the Registrar for the day-to-day administration and the co-ordination of the activities of the Units in the Academic Affairs Division.
  + Responsible to the Registrar for the conduct of appropriate elections pertaining to the following:-

Senate representatives in Council and Senate Committees;

Office of the Dean/Sub-Dean.

* + Co-ordination of the academic functions of the School Officers
  + Clearance of final year students leaving the University.
  + Verification of Students O’ Level Results
  + The printing, writing and safe keeping and issuance of all University Certificates.
  + Academic Robes
  + To assist the Registrar on matters relating to the matriculation of students.
  + The administration and conduct of all University Examinations and issuance of students results/transcripts
  + To handle matters pertaining to External Examiners.
  + To handle all undergraduate students records
  + Responsibility to the Registrar for the issuance of notification of results to graduating Students.
  + Preparation of University Academic Calendar.
  + University Convocation and Matriculation Ceremonies.
  + University Inaugural Lecturers.
  + Secretary, University Undergraduate Admissions Committee

**Records & Transcript Officer**

* + Issuance of course registration forms for old students in liaison with the School Officers. Handling University Scholarships. Issuance of transcripts to students on request. Writing of reference for students seeking employment or assistance outside the University.
* Processing requests for change of course/school by old students.
* Processing requests for carrying excess loads and requests for exemption from courses. Issuance of addition/deletion forms.
* Other duties as directed by the Academic Affairs Officer and/or Registrar from time to time.

**UNIVERSITY OF MEDICAL SCIENCES, ONDO**

**Assistant Registrar {Establishment and Human Resources Department)**

Schedule of Duties are as follows: **Feb.** **2016 till now**

* *Responsible to the Personnel Officer 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 ad-hoc committees such as Staff Audit Committee and Congregation;
  + 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.

**PROFESSIONAL QUALIFICATIONS:**

Graduate Member, Nigerian Institute of Training and Development **Cert.No.4152**

Member, Association of Nigerian Universities Professional Administrators **Cert.No. 2001**

**SEMINARS ATTENDED:**

The Federal University of Technology Akure, International Workshop on **effective**

**and efficient service delivery in tertiary educational institutions: quality management as sine qua-non** on 1ST – 3RD August, 2016. [[[[

4th Annual Conference of Institute of Personnel Management of Nigeria on **Management and Matrix** on14th May, 2015.

The Association of Nigerian University Professional Administrators (ANUPA) 27th National Conference on **Emerging Issues and Global Best Practices in University Administration, on** 24th - 27th November, 2013, at Trenchard Hall, the International Conference Centre, University of Ibadan, Ibadan.

Curriculum development and academic standards CODAPNU Workshop of **Academic Planners in Nigerian Universities** at NUC H/Q, Abuja on 13th July, 2011.

**EXTRA CURRICULA ACTIVITIES**

* Travelling and Reading

**REFEREES:**

* Prof. Edo Victor

Department of History

University of Ibadan, Oyo State

**07032307095**

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* Mr. Johnson ‘Bisi -Taiwo

Senior Accountant

Ondo State Ministry of Education,

Alagbaka, Akure, Ondo State.

**GSM: 08030644562**

* Mr. Okon Emmanuel

Dean, Student Affairs Division

Wesley University of Science and Technology

Ondo.

**GSM: 08038057591**