**CURRICULUM VITAE FORMAT FOR NON-TEACHING STAFF OF THE UNIVERSITY**

1. **Personal Data:**
2. Full Name (Surname first): Adesiyan Yetunde Kafayat
3. Date of Birth: 13th February, 1986
4. Details of Contact Addreess:
   1. E-mail Address(es):ymimiko@unimed.edu.ng
   2. Mobile Phone Number(s):07065174449/08052027562
5. Nationality: Nigerian
6. State of Origin: Oyo
7. Local Governmen:t Area Oyo East
8. Permanent Home Address: House 1, Akintunde Close off Hospital Road, Ondo
9. Marital Status: Divorced
10. Number of Children and their Ages: Nil
11. Next of Kin: Adesiyan Adedayo
12. Details of Contact Address of Next of Kin:
    1. E-mail Address(es):dayoaadesiyan@gmail.com
    2. Mobile Phone Number(s):09027816958/07057109193
    3. Permanent Home Address: No 27, Ibukun Oluwa Streer, Fayomi Layout, Adepetu, Ondo
13. Date of Assumption of Duty: 1st December, 2016
14. Rank/Status of First Appointment: CONTISS 7 STEP 1
15. Present Status:Principal Executive Officer II
16. Date of Last Promotion: 1st October, 2023
17. Present Salary, Grade Level and Step: CONTISS 9 STEP 1
18. Date of Confirmation of Appointment: 1ST December, 2019
19. Faculty/Directorate; Registry
20. Department/Unit: Central Office for Research and Development
21. **Educational Background:**
22. Higher Educational Institutions Attended with Dates **2013**

Lead City University, Ibadan

Bachelor Degree

**Biochemistry**

Oghosa Educational Centre, Benin City.

West African Senior School Certificate **2003**

1. Academic/Professional Qualifications and Distinctions Obtained with Dates

Other Distinctions and Awards with Dates

1. **Work Experience with Dates:**

Work Experience in University of Medical Sciences

**Job Description**

1. Worked at the University Registry as Higher Executive Officer (Academic Affairs Unit) **December 2016- August 2018**

**Job Description**

Creating files for students, in charge of proper placement of student’s files, attend to students requests and prepare students transcripts

Serve as secretary to ad-hoc committees

1. Worked at the Department of Anatomic Pathology, Faculty of Basic Clinical sciences

**August 2018 – August 2022 Senior Executive Officer**

Attend to all administrative work in the Department like writing of memos and requests for the department

Creating files for staff and students in the Department

Keeping records in the Department

Serves as the Departmental Secretary during Departmental meetings

Responsible to the Head of Department in administrative matters in the day to day activities of the Department.

1. Worked at the Institute of Health Humanities and Entrepreneurship

August 2022 – February, 2024

**Job Description**

Serves as secretary during meetings

Responsible to the Institute’s Director in administrative work of the institute

Serves as primary point of contact and administratively liaising with other offices, individuals on matter concerning the Institute.

Attend to other function as may be required of me by the University Management

1. Presently working at the Central Office for Research and Development

February 2024 – Till date

Attend to all administrative work in the Department like writing of memos and requests for the Centre.

Responsible to the Director in administrative matters in the day to day activities of the Centre

Serve as Secretary to the University Research Committee

Serves as primary point of contact and administratively liaising with other offices, individuals on matter concerning the Institute.

Attend to other function as may be required of me by the University Management

1. Previous Work Experience in other University: NON
2. Previous Work Experience outside the University System with Dates
   1. Ondo State Trauma Centre now **UNIMEDTH**

National Youth Service Corps April 2014 – March 2015

Designation: Laboratory Scientist

**Job Description**

1. Attend to Patients in the laboratory
2. Assist in the Laboratory to run tests written for patients

**Arayana Fast Food & Guest House**  March 2011 – November 2011

Designation: Supervisor

**Job Description**

1. Ensure the smooth running of the Fast food and the Guest house
2. Ensure customer’s satisfaction
3. Ensure good relationship among staffs and with customers

**West wind Coaching Centre**  September 2009 – November 2010

Designation: Teacher

1. **Membership of Professional Bodies: NON**
2. **Professional Accomplishment:NON**
3. **Conferences, Seminars and Workshops Attended with Dates:**
   1. **Workshop organised by the Nigerian Institute of Public Relations on Intensive Performance Improvement and Administrative Skills for Administrative Officers in Tertiary institutions. Certificate of Completion ( Excellence Hotel, Ogba, Ikeja, Lagos state) March 2024**
   2. **+Advanced Digital Appreciation Programme for Tertiary Institutions** | Certificate of Completion (UNIMED Ondo, Nigeria) | 2023
4. **Derocke Associates (Higher Education Trainers, Management Consultants & HE Events Management. Workshop on Registry functions and communication skills for professional Administrators. Certificate of Participation (UNIMED Ondo, Nigeria) 2020**
5. **Advanced Digital Appreciation Programme for Tertiary Institutions. Certificate of Completion (UNIMED Ondo, Nigeria) 2018.**
6. **Advanced Digital Appreciation Programme for Tertiary Institutions. Certificate of Completion (UNIMED Ondo, Nigeria) 2017.**

Signature: ……………………………………………. Date: ……………………………………..