**ADEWALE ADELOYE ADENIRAN**

 **NO. 43B, AWOLOWO AVENUE, BODIJA, IBADAN, OYO STATE.**

 **TEL: 08039690911, 09058189846**

 **EMAIL:** **aadeniran@unimed.edu.ng** **&** **waleadeniran11@gmail.com**

**A. Personal Data**

1. Full Name: ` Adeniran, Adewale Adeloye

2. Date of Birth: 27th November, 1980

3. Details of Contact Address: 43b, Awolowo Avenue, Bodija, Ibadan, Oyo State.

(a) E-mail address (es): aadeniran@unimed.edu.ng

waleadeniran11@gmail.com

(b) Mobile Phone Number(s): 08039690911.

4. Nationality: Nigerian

5. State of Origin: Ekiti state

6. Senatorial District: Ekiti North

7. Local Government Area: Ido/Osi

8. Permanent Home Address: 43b, Awolowo Avenue, Bodija, Ibadan, Oyo State.

9. Marital Status: Married

10. Number of Children and their Ages: Three 2yrs, 8yrs & 10yrs

11. Next of Kin: Adeniran Adebola Dasilva

12. Details of Contact Address of Next of Kin: 43b, Awolowo Avenue, Bodija, Ibadan, Oyo State.

(a) E-mail address (s): adebolaadeniran2014@gmail.com

(b) Mobile Phone Number(s): 08039205020

13. Date of Assumption of Duty: December 20th, 2018.

14. Rank/status on First Appointment CONTISS 7 Step 1/ Administrative Officer II

15. Present Status Administrative officer I

**B. Educational Background**

1. Higher Educational Institutions Attended with Dates:

Olabisi Onabanjo university (OOU), Ogun State 2007 - 2011

2. Unity Secondary School Ikere Ekiti 1993 - 1999

3. Academic/Professional Qualifications and Distinctions Obtained with Date

 National Youth Service Corp (NYSC) 2012

 B.A (Philosophy”) 2011

**C. Work Experience with Dates**

1. Previous Work Experience Outside the University System with Dates:

National Youth Service Corps, Oyo

National Orientation Agency, Planning And Reseach Officer, Ibadan 2012

Admin Officer Cristus Sera Supermarket Ado, Ekiti State.June, 2015 - Aug., 2018.

**D. Work Experience in the University of Medical Sciences, Ondo**

 **Department of Chemistry**

* Secretary to the Departmental Board meeting
* Secretary to Examination Committees
* Receiving mails both incoming and dispatching of mail
* Served as secretary of welfare committee in the Department of Chemistry
* Served ad-hoc Committee meeting in the Faculty of Science

 **STUDENT INDUSTRAL WORK EXPERIENCE SCHEME (SIWES)**

* Secretary to the Departmental Coordinator’s Board meeting
* Attending of SIWES Quarterly Zonal meeting
* Writing of SIWES supervisory list
* Sensitizing \Organizing the students Orientation
* Collation of student’s placement form and form B

 **Human Resources**

* + Collating of personnel Curricula Vitae
	+ Sorting and scrutinizing Curricula Vitae and recommend appropriate personnel for interview
	+ Responsible for preparation of papers for and the servicing of the meeting of the University’s Appointment and Promotions Committees, matters relating to the Appointment, Promotion, Confirmation, Transfer, Resignation, Discipline and retirement of staff
	+ Maintenance of record and periodic preparation of staff statistics
	+ Updating and validating staff records and statistics
	+ Served as Secretary to many committees

 **Office of Strategy and Program Development Management**

 Sub-Secretary of ceremonial committee on convocation

**E**. **TRAINING ATTENDED WITH DATE**

Virtual Executive Training Workshop for Tertiary Educational Institutions Professional Administrator’s 14th April, 2021

Registry Functions and Communication Skill for Professional Administrators in University of Medical Sciences, Ondo, ondo State. 28th & 29th February, 2020

**F. ADHOC COMMITTEE WITH THE UNIVERSITY OF MEDICAL SCIENCES ONDO**

* Secretary Disciplinary Committee on Ayodeji D.Ekujumi Panel
* Secretary, Departmental Board Meeting
* Secretary, Faculty Committee.
* Member, Department of Chemistry Welfare Committee.
* Secretary, SIWES Coordinator Board Meeting

**MEMBERSHIP OF PROFESSIONAL BODIES:**

Association of Nigeria University Professional Administrators (ANUPA) 1st June, 2021

**REFEREES:**

Prof. Ayodele Fadahunsi

Department of Philosophy,

Federal University,

Gashua, yobe state

Dr. Oluwajuwonlo.O. Bello

Department of Microbiology,

University Medical Sciences,

Ondo, Ondo State.

Prof. Adetola Jenyo-Oni

Department of Aquaculture & Fisheries Mgt.

University of Ibadan.

**UNIVERSITY OF MEDICAL SCIENCES, LAJE ROAD, ONDO,**

**ONDO STATE**

**FACULTY OF PHAMARCY**

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***INTERNAL MEMORANDUM***

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| --- | --- |
| ***From***: A.O l (Faculty Officer, Pharmacy) ***Ref***: UNIMED/FP/ATS/120/001 | ***To:*** *Head of Human Resource****Date***: 3rd July, 2024 |

**RE: REQUEST FOR SCHEDULE OF DUTIES**

The above subject refers.

 Kindly recall sir, that I was posted to the Faculty of Pharmacy via a letter dated 20th June, 2024 with immediate effect of resumption.

 As directed in the letter of redeployment, I resumed to the Faculty of Pharmacy on Friday 21st June, 2024.

 Sir, prior to the redeployment I was in the Strategy and Programme Development Management as Administrative Officer I and now as an Administrative Officer in the capacity of Faculty Officer, Pharmacy in the University of Medical Sciences, Ondo.

 Below are the Schedule of Duties for me as a Faculty Officer

* + - * Coordination of the Secretariat and Clerical Staff in the Faculty
* Liaison with the appropriate divisions of the Registry and the Faculties on Staff and Students matters.
* Preparation of Faculty papers and reports for the Faculty Board of Studies.
* Keeping and monitoring of students’ records.
* Supervision of the Faculty Imprest and property.
* Participation in the administration of examinations in the Faculty.
* Procurement and monitoring of the use of stationery, equipment and office furniture.
* Serving as adviser to the Dean on University rules and regulations.
* Implementation of Senate and Committee of Deans decisions as they affect the Faculty.
* Implementation of decisions taken by the Faculty Board and other committees of the Faculty.
* Preparation of recommendation from the Faculty Board and other Bodies as may be necessary.
* Assisting students on registration exercise and administrative matters.
* Secretary, Faculty Board of Studies.
* Secretary, Other Faculty Committees – Statutory
* Performance of such duties as may be assigned by the Dean or the Registrar from time to time.

 The Faculty of Pharmacy is currently preparing towards the forthcoming National Universities Commission (NUC) Resource Verification and its subsequent accreditation, I will be involved with the onboarding of the newly appointed staff that will be required for the accreditation by ensuring that they follow the process of documentation in the Faculty, This include and not limited to the filing of the necessary documents to be sighted by the NUC Official in the personal files.

 Thank you.

 Adewale A. Adeniran

 A.O I, Faculty Officer (FoP)