1. **Personal Data**

**Full Name: OKE, AKINOLA OLUWATOSIN**

**Date of Birth:**  10th August, 1974.

**Details of Contact Address:** House 8, Akingbule Estate, Km 2, Ife Road, Ondo, Ondo State.

 aoke@unimed.edu.ng akin17tosin@yahoo.com,

08034678816.

**Nationality:** Nigerian.

**State of Origin:** Ekiti State.

**Senatorial District:** Ekiti South.

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**Local Government Area:** Ekiti East.

**Permanent Home Address:** House 8, Akingbule Estate, Km 2, Ife Road, Ondo, Ondo State.

**Marital status:** Married.

**Number and Ages of Children:** Daniel Oke 11 years,

Greatness Oke 9 years.

**Next of Kin:**  Mrs. Wumi Toyin Oke.

**Details of Contact Address:** House 8, Akingbule Estate, Km 2, Ife Road, Ondo, Ondo State.

 08034831504.

**Date of Assumption of Duty:** 1st February, 2016.

**Rank/Status on First Appointment:** Assistant Registrar.

**Present Status:** Assistant Registrar.

**Present Salary, Grade Level and Step**: CONTISS 9 Step 4.

**Date of Confirmation:** Nil

**Faculty/Directorate:** Student Affairs.

**Department/Unit:**  Student Affairs.

1. **Educational Background**

**Higher Educational Institutions Attended with Dates:**

\* University of Ado Ekiti, Ekiti State (Ekiti State University, Ado Ekiti) 2001 to 2005.

\*The Federal Polytechnic, Ado Ekiti 1993 to 1995.

\*The Federal Polytechnic, Ado Ekiti 1997 to 1998.

\*Imesi Ile High School, Imesi Ile, Osun State 1985 to 1991.

**Academic Qualifications Certificates obtained with Dates:**

B.Sc. Geography and Planning Science

Second Class (Hon.) Upper Division December, 2005.

HND Building Technology August, 1998.

ND Building and Quantity Surveying October, 1995.

Senior School Leaving Certificate of Education June, 1991.

**Previous Work Experience Outside the University System:**

* **Local Government Service Commission, Ado Ekiti, Ekiti State.** 2002 to 2008

Designation: Principal Technical Officer (Building) **(Works & Services Dept.)**

Job Description.

* Serving as the Building Sectional Head of Administration.
* Preparation of memo and letters for the building section
* Representation of Director in meetings.
* Supervision of building projects in the Local Government council.
* Preparation of budget for works department
* Supervision of drainage projects in the Local Government council.
* Preparation of annual and casual leave for the staff of works department.
* Disbursement of money for jobs in works department.
* Supervision of construction of markets in the Local Government council.
* Assisting in supervision of road construction in the Local Government council.

**Others are:**

\* **Local Government Service Commission, Ado Ekiti, Ekiti State.** Designation: Principal Technical Officer (Building.) 2002-08

\* **El-Benak Nigeria Ltd. Ibadan, Oyo State.** 2000-02. Designation: Higher Technical Officer.

\* **First Bank Nig. Plc, Sagamu Branch, Sagamu, Ogun State.** 1999-00 Designation: National Youth Service Corps Member

\* **International Institute of Tropical Agriculture**, **Ibadan**. 1996

 Designation: Technical Officer (Trainee).

**Previous Work Experience in Other Universities:**

**Status:** Administrative Officer I

* **Wesley University of Science and Technology, Ondo.** April 2012 to Jan. 2016

Designation: College Officer(College of Natural and Applied Science)

Job Description

* Oversee registration of Students and matriculation processes in the College
* Serve in the College as the Chief Administrative Officer under the directives of the Dean of the College.
* Assisting the Dean in Staff and Student Personnel Management Services
* Serve as Secretary to the College Board and its Sub-Committees e.g. College Board of Studies, College Admission Committee, Interview Panels, etc.
* Representing Dean of the College in meetings
* Preparation of annual and casual leave for staff of the College
* Counseling of students within approved University and College regulations
* Preparation of papers, notices, agenda, recording of proceedings and drafting of minutes.
* In attendance at the Senate meeting and assist the Dean in preparation of Senate papers
* **Wesley University of Science and Technology, Ondo.** Oct. 2011 to April 2012

Designation: Administrative Officer(Bursary Department)

Job Description

* Oversee general administration of Bursary Department.
* Serve in the Department as the Chief Administrative Officer under the directives of the Bursar.
* Assisting the Bursar in Staff and student personnel management services
* Serve as Secretary to the Budget Committee
* Representing Bursar in meetings
* **Wesley University of Science and Technology, Ondo.** Oct. 2009 to Oct. 2011

Designation: College Officer(College of Social and Management Sciences)

Job Description

* Oversee registration of Students and matriculation processes in the College
* Serve in the College as the Chief Administrative Officer under the directives of the Dean of the College.
* Assisting the Dean in Staff and Student Personnel Management Services
* Serve as Secretary to the College Board and its Sub-Committees e.g. College Board of Studies, College Admission Committee, Interview Panels, etc.
* Representing Dean of the College in meetings
* Preparation of annual and casual leave for staff of the College
* Counseling of students within approved University and College regulations
* Preparation of papers, notices, agenda, recording of proceedings and drafting of minutes.
* In attendance at the Senate meeting and assist the Dean in preparation of Senate papers.
* **Wesley University of Science and Technology, Ondo.**  2008 to Oct. 2009

Designation: Administrative Officer II **(Works & Physical Planning Dept.)**

Job Description.

* Registration of Contractors
* Preparation of memo and letters for the department
* Representing the Director of Works in meetings.
* Minutes writing in and outside the department.
* Preparation of budget for works department
* Monitoring of University’s Drivers.
* Preparation of annual and casual leave for the staff of works department.
* Disbursement of money for jobs in works department.

**Work Experience in University of Medical Sciences**

**Status:** Assistant Registrar

* **University of Medical Sciences, Ondo, Ondo State** May, 2017 till date

Designation: Student Affairs Officer(Student Affairs Division)

Job Description

* Plan, direct and/or implement campus student affairs programs and perform

related duties as required.

* Researching and performing student counseling related to admissions, financial aid, student loans, scholarships, housing, recreational and cultural activities, academics and student life
* Serve in the Division as the Chief Administrative Officer under the directives of the Dean
* Assisting the Dean in Staff and Student Personnel Management Services.
* Coordination of campus visits and tours for student groups;
* Serve as Secretary to the Division and its Sub-Committees e.g. Disciplinary Committee, Hostel Accommodation Committee, Interview Panels, etc.
* Representing the Dean at meetings.
* Preparation of annual and casual leave for staff of the Division.
* Counseling of students within approved University regulations
* Preparation of papers, notices, agenda, recording of proceedings and drafting of minutes.
* Interpretation and implementation of University policies and regulations in student affairs functional area.
* In attendance at the Senate meeting and assist the Dean in preparation of Senate papers.

**Status:** Assistant Registrar

* **University of Medical Sciences, Ondo, Ondo State** February, 2016 to May, 2017

Designation: Faculty Officer(Faculty of Science)

Job Description

* Oversee registration of Students and matriculation processes in the Faculty.
* Serve in the Faculty as the Chief Administrative Officer under the directives of the Dean of the Faculty Assisting the Dean in Staff and Student Personnel Management Services.
* Serve as Secretary to the Faculty Board and its Sub-Committees e.g. Faculty Board of Studies, Faculty Admission Committee, Interview Panels, etc.
* Representing Dean of the Faculty in meetings.
* Preparation of annual and casual leave for staff of the Faculty.
* Counseling of students within approved University and Faculty regulations
* Preparation of papers, notices, agenda, recording of proceedings and drafting of minutes.
* In attendance at the Senate meeting and assist the Dean in preparation of Senate papers.

**Professional Qualifications with Dates:**

Member of Association of Nigerian University Administrators (ANUPA) 8th April, 2010.

Chartered member of Nigerian Institute of Management (NIM) 2017.

**Thesis/Dissertation**

* **Transportation and Food Distribution in Okitipupa Local Government Ondo State**, A project submitted to the Department of Geography and Planning Sciences, **November, 2005**, in partial fulfillment of the requirement for the award of Bachelor of Science (B.Sc.), University of Ado Ekiti.
* **Effects of Acoustic Control on Complex Building**, A project submitted to the Department of Building Technology, **August, 1998**, in partial fulfillment of the requirement for the award of Higher National Diploma (HND) in Building Technology, Federal Polytechnic, Ado Ekiti.

**Services within the UNIMED**

He is the Secretary of the weekly Meetings of the University Management with Senior Officers since its inauguration on Monday, 1st February, 2016 and which held its 130th session as at the time of writing this brief.

He also served as Secretary of Community Security Committee (CSC), UNIMED Chapter in 2016/2017.

He served as Secretary to the adhoc Committee on Payment of salary in May, 2017.

He served as Secretary to the University Committee on Transportation in 2018.

The Secretary of the Committee on the Investigation of Fraudulent Receipts in 2018.

He is the Secretary of the Senate Committee of Students Welfare since 2017.

He is the Assistant Secretary of the UNIMED Parents Forum since 2018.

He was a co-editor for the MBBS, Anatomy, Biochemistry, Physiology academic briefs presented to National University Commission.

He is the Vice President of UNIMED Cooperative Multipurpose Society.

He is the Secretary of the University Annual Report Committee.

He is currently the Secretary of the University Convocation Committee.

**Signature**……………………………… **Date**…………………………………..