**Curriculum Vitae**

1. Full Name: AIKI Simbiat Folashade
2. Post Applied for: Senior Personal Secretary I
3. Present Position: Senior Personal Secretary II
4. College/Department: College of Natural & Applied Sciences
5. Place and Date of Birth: Lagos State & 14th July.
6. Nationality: Nigerian
7. State of Origin/Local Govt. Area: Ogun State/Abeokuta North
8. Marital Status: Married
9. Number and Ages of Children: Two ; 19 and 13
10. Residential Address: Zone E, Ago-Ayo Area, Ilesa Garage, Osogbo
11. Current Postal Address: Aiki S. F. (Mrs)

*08022570273, simbyf@gmail.com*

aiki.simbiat@fuo.edu.ng

Fountain University,

P.M.B. 4491, Osogbo, Osun State.

1. **Education Institution Attended with dates**

National Open University of Nigeria. 2011-2021

Ladoke Akintola University, Ogbomoso. 2009 - 2011

The Federal Polytechnic, Ilaro, Ogun State. 1991 – 1998

B- M Computer School, Lagos. 1992

Satellite Secondary School, Lagos. 1984 – 1989

Community Primary School, Satellite Town, Lagos. 1978 -1984

1. **Academic Qualifications obtained with dates**

LLB (Law) 2021

PGD (Accounting) 2011

Higher National Diploma (HND) Secretarial Studies. 1998

Ordinary National Diploma (OND) Secretarial Studies 1994

Certificate in Computer Operations 1993

Senior School Certificate of Education 1989

Primary School Leaving Certificate 1984

1. **Professional Qualifications –**

**Improved Computer soft skills practical usage online everyday**

1. **Training/Qualification Courses attended with date (Workshops)**
2. 2019 – Conference – Obtain Fellowship Status with The Nigerian Institute of Professional Secretaries.
3. 2019 – Mandatory training on “Essential and Effective Management Skills for Secretaries/Personal Assistance in Office Administration”
4. 2017 Conference on Secretarial Resources Management – Towards Professionalism in workplace Oct. 18 – 21, 2017.
5. 2014 workshop for Senior Secretaries.
6. The Senior Secretary and Management Development and Improving Program Skills. (August 20 - 24, 2012) organized by NIPS.
7. Performance improvement skills for Secretaries & other Performing Administrative Duties. (July 17th to July 20, 2012).
8. Digital Bridge Institute – Certificate of Completion (a Workshop)
9. **Scholarship, Prizes and Other Distinctions:** Digital Bridge Institute – Certificate of Completion.

**Certificate of Distinction -** B- M Computer School, Maryland, Lagos.

1. **Working Experience**

* **Secretary to the Dean (CONAS) – Fountain University Osogbo, College of Natural and Applied Sciences. May 2018 to date**
* **Personal Secretary I (September 1, 2016 –April 30, 2018) Secretary to the Vice-Chancellor, Fountain University, Osogbo.**
* **Personal Secretary II** (February 17, 2014 – August 31, 2016) **Library – Secretary to the University Librarian, Fountain.**
* **Confidential Secretary I (Vice-Chancellor Office)**; Fountain University Osogbo, Oke-Osun, Osogbo, Osun State, Nigeria. P.MB. 4491, Osogbo, Osun State (Feb. 2008-Feb. 2014).
* **Operations Manager**; Primacy Computer Services & Business Ventures, 152, Station Road, Osogbo, Osogbo, Osun State. (2001 - 2008)
* **Company Secretary**; Yemdel Computers Institute, 3rd Floor, Aje-House, Ibadan, Oyo State. (April 2001 – September 2001)
* **Assistant Trainee Manager**; Merit Computers and Secretarial College, 9, Easter Street, Oluti, Mile 2, Lagos (2000 – 2001)
* **Secretary II to The Principal Secretary**; Office of The Deputy Governor, Govt House, Umuahia, Abia State. (N.Y.S.C. 1999 - 2000)
* **Secretary to the Project Officer**; Chartered Bank Ltd, Plot 1712 Idejo Street, Victoria Island, Lagos. (1994 – 1995)

1. **Responsibilities**

Administrative duties for smooth running of the office, supervising, monitoring outsourced/junior workers, drafting/writing and typing of correspondence; letters, memos, projects, seminars, making & receiving calls, drafting and replying correspondences, handling incoming mails and outgoing mails; e-mails and internet corresponding; training those requiring computer enlightenment, filing, keeping records; cash book (imprests) invoices and receipts, organizing entertainment for University guests (including Council Meetings till Jan. 2014), store-keeping, equipment handling and maintenance, generally assisting the Vice-Chancellor/University Librarian, working as a team with the rest of staff of the Library and other duties that may be assigned.

**Special Qualities**

**Ability to motivate others, coordination of the office, computer proficiency, reliability and integrity, excellent technical and language skills, leadership qualities.**

**Special duties:**

* Secretary, Department of Sociology, 2021
* Secretary, College of Law – 14th December, 2020.
* Endowment Committee as Secretarial Headquarter for its documentations- 2016
* Member of Panel for interview of Secretaries on Consultancy – 2015
* Secretary to the University Guest Lecture Committee - 2008 – 2012.

1. **Affiliations**

* Fellow, The Nigerian Institute of Professional Secretaries (NIPS)
* Member, Institute of Strategic Management of Nigeria (ISMN)

1. **Hobbies**

Reading, Travelling and Meeting & Socializing with people

1. **Referees**

Available on request