# CURRICULUM VITAE



1. **Name:** ADENEKAN, Sheriff Adeyemi
2. **Present Position:** Deputy Registrar
3. **Department:** Registry
4. **Place and Date of Birth:** Abeokuta & 07/08/1972
5. **Nationality:** Nigerian
6. **State of Origin/Local Govt Area:** Ogun / Abeokuta North
7. **Marital Status:** Married
8. **Number and Ages of Children:** 4 Children: 13yrs, 11yrs, 9yrs & 4yrs
9. **Residential Address**: 37, Kugba Road, Oke Saje,

 Abeokuta, Ogun State.

1. **Address for Correspondences:** Registry,

 Fountain University, Osogbo,

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

 **Telephone No:** Nil **Mobile (s):** 08037063960

 **Institutional e-mail Address**: adenekan.sheriff@fuo.edu.ng.

1. **Educational Institutions attended with dates: (Starting with the latest Date/Institution)**

i. **2014/2015 Till Date** Olabisi Onabanjo University, Ago Iwoye, Ogun State

ii. **2005-2006** Olabisi Onabanjo University, Ago Iwoye, Ogun State

iii. **2002-2002** Ambrose Alli University (formerly Edo State University),Ekpoma

iv. **2000** Paramount Computers, Abeokuta, Ogun State.

v. **1994-1998**  Ogun State University (now Olabisi Onabanjo University) Ago Iwoye

vi. **1993-1994** Ofada Community Comp. High School, Owode, Ogun State vii.**1984-1991** Baptist Boys’ High School, Oke Saje Abeokuta, Ogun State

**12. Academic Qualifications obtained with dates: (Starting with the latest)**

i. **2007** Master of Arts (M.A.) in Philosophy

ii. **2002** Masters of Business Administration (MBA)

iii. **2000** Diploma Certificate in Computer Appreciation

iv. **1998** Bachelor of Arts (B.A. Hons) in Philosophy

1. **1994** Senior Secondary School Certificate O’ level
2. **1991** Senior Secondary School Certificate O’ level

1. **Professional Qualification(s) with dates (Starting with the latest) Nil**

1. **Training/Professional courses attended with dates (starting with the latest)**

i. A 2-Day Training Workshop (Virtual) for Administrators with focus on \* Team

 Performance \* Administrative Accountability \* Effective Communication and \* Etiquettes

 organized by the Registry Unit, Landmark University, Omun Aran, Kwara State between

 29th & 30th September, 2021.

ii.. 2 Days International Conference (Virtual) for University Administrators on the

Theme: Governance and Administration of Universities in Africa organized by the Association of Registrars of Nigerian Universities (ARNU) held between 28th & 29th September, 2020.

iii.. 2 Days Training Workshop for Administrative Assistants to Assistant Registrars on the

Theme: Repositioning for the future organized by the Association of Nigerian University Professional Administrators (ANUPA) held at the Administrative Staff College of Nigeria, Topo -Badagry, Lagos between 2nd & 3rd May, 2018.

iv. A 2-Day Training Workshop for Administrative, Executive and Clerical Staff of Registry

 Department aimed at improving Registry Staff skills in the performance of duties

 optimally in the 21st Century. Organized by Centre for Research Development and In-

 house Training (CREDIT) University of Ilorin, Ilorin between 7th and 8th March, 2017.

v. A 2-Day Training Workshop for Senior Assistant Registrars to Deputy Registrars on

 theme: Introspect, ignite and inspire for excellence, organized by the Association of

 Nigerian University Professional Administrators (ANUPA) held at the National Institute

 of Policy and Strategic Studies, NIPSS Kuru, Jos between 25th and 26th July, 2016.

vi. A 3-Day National Training Workshop on the theme “Information and Communication

Technology (ICT) and the Challenges of Administering Nigerian Universities in the

21st Century organized by ANUPA and held at University College Hospital, Ibadan between 25th & 28th March, 2012.

vii. A 1 Day Training Workshop on 2011 Batch “C” Pre-Mobilization Workshop with a

 theme “ INTEGRITY, a panacea for a more reliable mobilization process. The role of NYSC stakeholders” held at Rock View Hotel (Royal) Wuse II, Abuja on 9th August, 2011.

**15. Membership of Professional bodies/societies (Date/ Professional Body/Status/Type)**

i. **2016** Association of University Administrators (AUA) UK - Member (MAUA)

ii. **2005** Association of Nigerian University Professional Administrators, (ANUPA)

 Olabisi Onabanjo University Branch, - Member

iii. **2005** Nigeria Institute of Management (Chattered) -Associate Member (AMNIM)

iv. **2005** Institute of Corporate Affairs Management -Associate Member (AICA)

**16. Work Experience with dates**

**Name(s) and address (es) of previous Employer**

 **Name of Employer 1**: Ambrose Ali University, Ekpoma (formerly Edo State University) Outreach programme.

 **Address** Abeokuta Study Centre, MACJOB House, Opp Abeokuta Girls Grammar School, Onikolobo, Abeokuta.

 **Name of Employer 2**: Olabisi Onabanjo University

 **Address** Centre for Sandwich Programmes (CESAP), Ago-Iwoye, Ogun State.

 **Positions held and Dates**

**a. Position:** Administrative Officer II **Date:** January 2000 to November 2003

 (**Employer:** Ambrose Ali University, Ekpoma (formerly Edo State University)

 Outreach programme, Abeokuta Study Centre).

**Duties:**

**Exams & Record Office**

* Responsible to the Registrar for day –to- day administration of the Centre.
* Collation of Students Records and retrieval
* Issuance of Matriculation number to fresh students
* Collation and distribution of examination materials at the Centre.
* Ensuring the successful conduct of Examinations.
* Monitoring the conduct of Examinations
* Creation a database for the Centre

**Establishment & General Administration Office**

* Responsible to the Registrar for day –to- day administration of the Centre.
* Collation of advertisements of vacant positions, receipts and acknowledgement of applications, processing of the applications for further necessary actions.
* Arranging interviews and correspondence with applicants.
* Office Supervision and Record keeping.
* Act as liaison Officer between the Parent University & the Centre
* Implementation of policies and decisions of the Parent University, Board of Studies and other appropriate Committees as they affect the Centre.
* Organize and Clerk Meetings
* Timely Dissemination of Information
* Designing and building a deserving corporate image for the organization.
* Preparation of all documentation required for smooth running of the Centre.
* Performing any other duties assigned by the Registrar.

**b. Position:** Administrative Officer I **January 2004 to September 2005**

**(Employer:** Olabisi Onabanjo University, Centre for Sandwich Programmes (CESAP),

Ago-Iwoye, Ogun State)

**Duties:**

**Human Resources / Establishments Office**

* Responsible to the Deputy Registrar / Centre Secretary for day –to- day administration of the Centre.
* Documentation of all new staff, processing of arrival forms, claims, medical certificates
* Processing of all Leaves- Maternity, Annual, Casual, Examination and other staff related matters
* Collation of advertisements of vacant positions, receipts and acknowledgement of applications, processing of the applications for further necessary actions.
* Arranging interviews and correspondence with applicants.

In addition to this statutory schedule, I do clerk some Committee meetings such as:

* Secretary to the Center’s Interview & Selection Panel.
* Secretary, CESAP Management Committee

**Desk /Faculty Officer October 2005 to September 2007**

**Duties**

* Responsible to Centre Secretary on day - to-day administration of the Faculty of Management Sciences.
* Registration of fresh and returning students at the faculty office
* Coordinating the conduct of examinations
* Issuance of clearance to the graduating students
* Secretary, Faculty of Management Sciences Board

**c. Position:** Assistant Registrar **October 2007 to January 2008**

**(Employer:** Olabisi Onabanjo University, Centre for Sandwich Programmes (CESAP),

Ago-Iwoye, Ogun State)

**Central Administration: Exams & Record**

**Duties:**

* Responsible to the Deputy Registrar / Centre Secretary
* Conduct of authentication exercise of student’s entrance certificates to the University
* Collation of all Senate approved results for the purpose of issuance of Statement/ Notification of Results
* Issuance of Statement / Notification of Result to students.
* Creation of a database for the University
* Liaising with the collaborating units /Departments on computerization of results to facilitate the preparation of notification of Results, Certificate and Transcripts

 **Name and Address of Present Employer**

 **Name of Present Employer:** Fountain University

 **Address:** Along Agric Farm Settlement Road, Oke-Osun, Osogbo,

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

**i. Position:** Assistant Registrar February **2008 to September 2011**

**General Administration and Council Affairs Office**

**Duties:**

* Responsible to the Registrar for day –to- day administration of the University
* Coordinating all administrative arrangements to ensure the smooth running of the University.
* Responsible for interpretation and application of established personnel policies in the University.
* Coordination of personnel matters especially Annual Leave, Work conditions, performance appraisal, discipline, as well as promotion and disengagement procedures as related to staff in the University.
* Implementation of policies and decisions of the University Development Committee
* Assisting the Registrar at Council and its various Sub-Committees meetings such as:

i. Finance & General Purposes Committee

ii. Tenders Committee

iii. University Development Committee

iv. Project Monitoring Group v. Minor Works Committee

vi. Master Plan Implementation Committee

vii. Appointments, Promotions and Staff Discipline Committee.

 viii. Interview & Selection Panel

* Collation of advertisements of vacant positions, receipts and acknowledgement of applications, processing of the applications for further necessary actions.
* Arranging interviews and correspondence with applicants.
* Preparation and Submission of University System Annual Review Meeting (USARM) Document
* Completion and collation of NUC Self Study Forms for Accreditation Exercises
* Acting on any other matter as may be directed by the Registrar

**ii. Position:** Senior Assistant Registrar **October 2011 to September 2014**

**General Administration and Council Affairs Office**

**Duties:**

* Responsible to the Registrar for the day-to-day administration of the Registry.
* Coordinating all administrative arrangements to ensure smooth running of the Registry.
* Arranging interviews and correspondence with applicants.
* Implementation of policies and decisions of the Governing Council and other appropriate Committees as they affect the University.
* Preparation and Submission of University System Annual Review Meeting (USARM) Document
* Assisting the Registrar at Council and its various Sub-Committees meetings such as:

i. Tenders Committee

ii. University Development Committee

iii. Project Monitoring Group

iv. Minor Works Committee

v. Appointments, Promotions and Staff Discipline Committee.

vi. Interview & Selection Panel

* Implementation of policies and decisions of the University Development Committee
* Collation of advertisements of vacant positions, receipts and acknowledgement of applications, processing of the applications for further necessary actions.
* Preparation of Documents for Council and its sub-Committees.
* Responsible for the interpretation and application of established Personnel policies in the University.
* Coordination of Personnel matter especially Annul Leave, Work conditions, Performance Appraisal, Discipline, as well as Promotion and Disengagement procedures as related to staff in the University.
* Performing any other duties assigned by the Vice-Chancellor.

**iii.** **Senior Assistant Registrar (Acting Head, Registry Department) – April 2012** - **August 2012**

***(Transition period between when the Foundation Registrar exited and the appointment of New Registrar)***

**Duties:**

* Attending to all the Registrar`s mails and act on directives of Vice-Chancellors on all Administrative policy matters;
* Dealing with all mails, (external and internal) requiring final action on routine information from the Registrar`s Office.
* Dealing with all mails, external and internal requiring information from other Units of the administration for the purpose of coordination of all the Units by the Registrar.
* Representing the Registrar at the Technical meeting of JAMB for 2012/2013 Admission Exercise.
* Attending to members of the public and visitors who want to see the Registrar.
* Running the Registrar`s Office for the smooth intake and retrieval of information if and when the case arose.
* Coordinating all admission matters with JAMB.
* Coordinating all administrative arrangement of meetings called at the instance of the Registrar.
* Coordinating the collation processes of documents for Council and its Sub Committees meetings
* Prompt mobilization of prospective corps members for NYSC service

* **OTHER RESPONSIBILITIES**

**(a) ADMISSION OFFICER (2010 – JUNE 2015)**

• Responsible for the processing of student’s admission with JAMB

• Actively involved in the student drive aimed at improving the student enrolment

• Played pivotal role in securing 25 qualified candidates for Sponsored admission into the

 University for 2014/2015 Academic Session from Yobe State Government.

**(b) NYSC SCHEDULE OFFICER (April 2011- March 2014)**

• Saddled with responsibility of Students Mobilization exercise for NYSC scheme

• Ensuring that all qualified graduates were mobilized as and when due.

• Serve as liaison (in capacity as Student Affairs Officer) Officer between the National

 Youth Service Corp (NYSC) and the University

**(c) ALUMNI OFFICER (APRIL 2013 – JUNE 2015)**

• Entrusted with the responsibility of developing an effective and feasible Alumni Unit

• Collated and generated data of all graduates of the University from 2010/2011 –

 2014/2015 sets

 • Created a linkage and cordial relationship between the Alumni and the University

 • Compiled a comprehensive list of graduates who are currently engaged i.e., either

 pursuing their Postgraduate studies or gainfully employed.

**iv. Position:** Principal Assistant Registrar **October 2014 to August 2016**

**General Administration, Establishments and Council Affairs Office**

**Duties:**

• Responsible to the Registrar for the day-to-day administration of the Registry.

• Coordinating all administrative arrangements to ensure smooth running of the Registry.

• Arranging interviews and correspondence with applicants.

• Assisting in the implementation processes of policies and decisions of the Governing

 Council and other appropriate Committees as they affect the University.

• Assisting the Registrar at Council and its various Sub-Committees meetings such as:

* + - 1. Tenders Committee
			2. Finance & General Purposes Committee
			3. University Development Committee
			4. Appointments, Promotions and Staff Discipline Committee.
			5. Interview & Selection Panel

• Implementation of policies and decisions of the University Development Committee

• Collation of advertisements of vacant positions, receipts and acknowledgement of

 applications, processing of the applications for further necessary actions.

• Preparation of Documents for Council and its sub-Committees.

• Responsible for the interpretation and application of established Personnel policies in the

 University.

• Coordination of Personnel matter especially Annual Leave, Work conditions,

 Performance Appraisal, Discipline, as well as Promotion and Disengagement procedures

 as related to staff in the University.

 • Performing any other duties assigned by the Registrar.

**v.** **Position:** Principal Assistant Registrar - Coordinator, Registry Department **September 2016 - November 2016- (*Filling the vacuum created by the exit of Second Registrar before the appointment of Acting Registrar)***

**Duties**:

• Attending to all the Registrar`s mails and act on directives of Vice-Chancellors on

 all administrative policy matters;

• Dealing with all mails, (external and internal) requiring final action on routine

 information from the Registrar`s Office.

• Dealing with all mails, external and internal requiring information from other Units

 of the administration for the purpose of coordination of all the Units by the

 Registrar.

 • Attending to members of the public and visitors who want to see the Registrar.

 • Running the Registrar`s Office for the smooth intake and retrieval of information

 if and when the case arose.

• Coordinating all admission matters with JAMB.

• Coordinating all administrative arrangement of meetings called at the instance of

 the Registrar.

 • Coordinating the collation processes of documents for Council and its Sub-

 Committee’s meetings

 • Coordinating the mobilization of prospective corps members for NYSC scheme.

**vi.** **Position:** Principal Assistant Registrar - Academic Planning Unit **November 2016 –**

 **February 2018**

**Duties:**

• Attending to all academic matters towards guarantee quality assurance and control.

• Preparation and Collation of Self Study Forms for NUC Programme

 Accreditation Exercise.

• Ensuring qualitative teaching through proper monitoring and periodic conduct of

 teaching evaluation by students.

• Any other assigned duties by the Vice-Chancellor

**vii. Position:** Principal Assistant Registrar - Student Affairs Officer (SAO)- **March 2018–**

 **September 2021**

**Duties:**

Provide the required administrative support to the Dean of Student Affairs on:

• all matters concerning student welfare

• allocation of accommodation/room to students,

• regulation of student activities,

• mobilization of graduates for National Service

• identification of brilliant and indigent students for scholarships, and

• provision of counselling services for students.

• Any other assigned responsibilities by the Registrar

**viii. Position:** Principal Assistant Registrar & Secretary, Postgraduate School - **March 2018–**

 **September 2018**

**Duties:**

• Assisting the Registrar in day-to-day administration of the Postgraduate School.

• Providing Secretariat Support to the Dean of the School

• Acts as an interface between the Postgraduate Students and the University

• Ensure all documents appertaining to Students Registration are strictly adhered to

 as stipulated by the school.

• Any other assigned responsibilities by the Registrar

**ix. Position:** Deputy Registrar & Secretary, Postgraduate School – **October 2018–**

 **October 2019**

**Duties:**

• Assisting the Registrar in day-to-day administration of the Postgraduate School.

• Providing administrative support to the Dean of the School

• Acts as an interface between the Postgraduate Students and the University

• Ensure all documents appertaining to Students Registration are strictly adhered to

 as stipulated by the school.

• Issuance of Clearance to students

• Any other assigned responsibilities by the Registrar

**ix. Position:** Deputy Registrar, Academic Planning Unit – **November 2019–**

 **Till Date**

**Duties:**

 • Coordinating all the administrative activities of the Unit

 • Attending to all academic matters towards guaranteeing quality and control.

• Completion and Collation of Self Study Forms for NUC Programme Accreditation

 Exercise.

 • Ensuring qualitative teaching and conduct of examinations through the

 Examinations, Lectures, and Quality Assurance Committees.

 • Any other assigned duties by the Vice-Chancellor

**x. Position:** Deputy Registrar, Vice-Chancellor’s office – **November 2019–**

 **Till Date**

**Duties:**

• Assisting the Vice- Chancellor in day-to-day administration of the office

• Attending to any other duties as assigned by the Vice-Chancellor

**17. Details of Administrative and Leadership Experience in the University system**

**(Starting with dates)**

1. **Administrative Experience (Deanship, HOD etc)**

**NIL**

1. **Other appointments in the University**

i. 2017 – Date: Member, FUO Governing Council

ii. 2014 – Date : Liaison Officer, Fountain University and Yobe State Government

 Sponsorship Scheme

1. **Resources (Human/Material) attached to the University**

**NIL**

1. **Local/Community Service (e.g. Religious/Social or Political)**

i. Provision of waste bins /container at various and strategic locations in Saje Community in Abeokuta in 2008.

**18. Thesis/Dissertation**

1. **2006** The Moral Justification of Technological Innovations and Advancement in Modern Day Africa: Unpublished M.A. (Philosophy), Olabisi Onabanjo University, Ago-Iwoye, Ogun State, Nigeria.
2. **1998** Gender Inequalities and the Nigeria Woman: A Philosophical Analysis -Unpublished B.A. (Hons.) Philosophy. Ogun State University (now Olabisi Onabanjo University), Ago-Iwoye, Ogun State, Nigeria.

**19: Conferences/Workshops attended and papers presented with dates**

 **Not Applicable**

**20: Extra Curricular activities**

Watching football matches, Playing Scrabble game, Visiting Places and People.

**21. Names and Addresses of Three (3) Referees**

1. Prof. Hussein Oyelola Bukoye OLOYEDE

Pioneer Vice-Chancellor, Fountain University, Osogbo

Pioneer Vice -Chancellor, SUMMIT University, Offa

Faculty of Science

University of Ilorin, Ilorin,

Kwara State. (08033736994) oboloyede@yahoo.com

1. Dr. ‘Bola Hakeem ADEKOLA

 (Pioneer Registrar, Fountain University, Osogbo)

Registrar,

Federal University of Agriculture,

Abeokuta, Ogun State. (08055249564) bola.adekola@gmail.com ,

 registrar@funaab.edu.ng

1. Mr. Afolabi Benjamin AJAYI

Registrar,

Hallmark University,

Itele, Ijebu Ode,

Ogun State, Nigeria. (07033283884) olugboeo@gmail.com, olugboeo@yahoo.com

 registrar@hallmark.edu.ng

 29 October 2021

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 Signature Date