

OJO, Afeez Abiodun

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5, Owonikoko Street Gaa Fulani, Sadiat Area,Osogbo Osun State. Tel: 08107755923, 08052774457

A. BIODATA:

- **Date of Birth:** 28th March, 1992
- **Place of Birth:** Ibadan, Oyo State
- **Marital Status:** Married
- **State of Origin:** Osun State
- **Local Government:** Ife East
- **Postal Address:** PMB 4543, Sadiat, Osogbo
- **Nationality:** Nigerian

OBJECTIVES: To work with the existing staff and facilities, contributing the best of my ability and quota to improve organization objectives and achieve managerial goals and targets.

B. PRESENT POSITION:

- Administrative Officer II

C. EDUCATIONAL INSTITUTIONS ATTENDED:

- Fountain University, Osogbo, Osun State - **2015 - 2018**
- Osun State Polytechnic, Iree, Osun State - **2011 - 2013**
- Sow the Seed Group of Schools, Ibadan, Oyo State - **2003 - 2009**
- Morning Star Group of Schools, Ibadan, Oyo State - **1997 - 2003**

D. ACADEMIC QUALIFICATIONS:

- Bachelor of Science, Computer Science Second Class (Upper Division)- **2018**
- National Diploma, Computer Science (Upper Credit) - **2013**
- Secondary School Leaving Certificate (NECO) - **2009**
- Primary School Leaving Certificate - **2003**

E. NAME (S) AND ADDRESS OF PREVIOUS EMPLOYER (S):

- **February, 2015 - Present: Fountain University, Osogbo, Osun State**
Position: Office Assistant
- **November, 2013 – January, 2015: Fountain University, Osogbo, Osun State**
Position: Departmental Secretary, Mathematical and Computer Science Department (I.T Attachment)
- Computer Operator, Blizz Computer Institute, Iree, Osun State
- Assistant Record Officer, VIRGO Service, Ibadan, Oyo State(SIWES)
- Senior Engineer and System Analyst, AFIZAB waste recycling biz Enterprise, Ibadan, Oyo State

F. NAME AND ADDRESS OF PRESENT EMPLOYER:

- Fountain University, Osogbo, P.M.B 4491 Oke- Osun, Osogbo, Osun State.

G. ADMINISTRATIVE EXPERIENCE (within Fountain University):

a. Secretary, Mathematical & Computer Science Department

- Attending to departmental files and problem solving skills within the department.
- Sending and receiving memos.
- Accurate filing of departmental documents.
- Preparation for department accreditation exercise.
- Arranging student's files.
- Excellent written and verbal communication skills with staff and students.

b. Office Assistance, Centre for Sub-Degree and Professional Programmes

- Canvass for prospective students/ candidates for admission (JUPEB & Conversion programmes).
- Collation of overall applicants.
- Sorting and shortlisting of qualified applicants.
- Registration of students.
- Preparation of lecture time-table.
- Attending to student's complaints on lecture days (Fridays and Saturdays).
- Record keeping, prepare and receive memos.

I. SOCIAL WORK AND ORGANISATIONS BELONGED TO:

- Chairman, NACOSS Executives, Osun State Polytechnic, Iree.
- Class Governor, Computer Science, 2011 Sets, Osun State Polytechnic, Iree, Osun State.
- Member, Nigeria Computer Society (NCS)
- Member of Muslim Student Society of Nigeria (MSSN)

J. INTERESTS AND HOBBIES:

- Reading magazines, journals, newspapers, encyclopedias and novels
- Listening to music and dancing
- Love cooking and decorating
- Football and all other sporting activities

K. REFREES:

- Dr. Abdulrauph O. Babatunde
Computer Science Department,
University of Ilorin
08106756684

- Mr. Adenekan Sheriff
Deputy Registrar,
Fountain University, Osogbo, Osun State
0837063960
- Mr. Moronfolu Rasheed
Assistant Registrar
Fountain University, Osogbo, Osun State
08034468666