**CURRICULUM VITAE**



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| 1. | **Name:** | MORONFOLU**,** Rasheed Abiodun |
| 2. | **Present Position:** | Assistant Registrar |
| 3. | **College/Department:** | General Administration & Establishment Unit, Registry Division |
| 4. | **Place and Date of Birth:** | Kaduna, 7th September, 1984 |
| 5. | **Nationality:** | Nigerian |

6. **State of Origin/Local Govt Area:** Osun / Ifelodun

7. **Marital Status:** Married

8. **Number and Ages of Children:** Two; 6 years old and 2 years old

9. **Residential Address**: No 10, Alhaji Opeyemi Street, Atiba Estate, Behind Osogbo City Stadium, Osogbo, Osun State.

10. **Address for Correspondence**: Establishment Unit,

Registry Division, Fountain University, P.M.B. 4491, Osogbo,

Osun State.

11. **Telephone No (s):** +23408034468666, +23408073808638

12. **Institutional e-Mail Address:**  moronfolu[.rasheed@fuo.edu.ng](mailto:rasheed@fuo.edu.ng) [moronfolurasheed@gmail.com](mailto:moronfolurasheed@gmail.com)

13. **Educational Institutions attended with dates:**

a. 2006 - 2009 University of Ilorin, Ilorin

b. 2005 Obafemi Awolowo University, Ile-Ife c. 2003 – 2004 Ahmadu Bello University, Zaria

d. 1996 – 2002 Ilorin Comprehensive High School, Ilorin

e. 1991 – 1996 Nigerian Air Force Nursery/Primary School, Oloje, Ilorin

15. **Academic Qualifications obtained with dates:**

a. 2009 B.Sc. (Ed) Economics (Second Class, Lower Division)

b. 2005 Diploma in Computer Studies

c. 2004 Interim Joint Matriculation Board (IJMB) A Level d. 2002 National Examination Council (NECO)

e. 1996 Primary School Leaving Certificate

16. **Training/Professional courses attended with dates:**

a. Second Annual Registry Training for Administrators and Managers: Team Performance, Administrative Accountability, Etiquettes and Effective Communication. Landmark University, Omu-Aran (2021).

b. Association of Registrars of Nigerian Universities International Conference: Governance and Administration of Universities in Africa (2020)

c. Embracing the Future: Creativity and Innovation in University Management at the Association of Nigerian University Professional Administrators (ANUPA) 2018 Annual Conference & Annual General Assembly, Abraka, Delta State (2018).

d. Equipping the University Professional Administrator for Contemporary Administrative Challenges at the Association of Nigerian University Professional Administrators, University of Calabar Branch, 2 days Intensive Training Workshop for Junior Administrators. University of Calabar, Cross River State (2016).

e. Seminar on Career Mastery and Enterprise Management organized by HP Consulting Limited, Oyo, Oyo State (2010).

17. **Membership of Professional bodies/societies:**

• **Full Member**, Institute of Professional Managers and

Administrators of Nigeria (IPMA) No /FM/1718 **2017**

• **Full Member,** Association of Nigerian Universities

Professional Administrators **2021**

18. **Work Experience with dates:**

**a. Work experience in the University**

(i) Assistant Registrar October, 2019 – Till date

Unit: General Administration & Establishment

Duties:

• Assists the Registrar with day –to- day administration of the office,

• Monitors and enforces compliance with University policies and by-laws regarding assigned essential registration function,

• Desk Officer of the Appointments and Promotions

Committee,

• Arranging interviews and correspondences with applicants,

• Assists with maintaining the Registrar’s official e- mail correspondences,

• Administers the creation and maintenance of staff

(academic/administrative/technical) records,

• Assures the integrity, security, condition and access to official documents,

• Organize and Clerking of Meetings,

• Processing of documents relating to the welfare of staff,

• Processing of documents relating to disengagement of staff,

• Supervises, trains and evaluate assigned staff responsible for processing and maintaining official files and records,

• Updating information and furnishing reports;

establishes work schedules and work assignments,

• Timely Dissemination of Information,

• Serves on University Committees as appropriate, and

• Performing any other duties assigned by the

Registrar

(ii) Administrative Officer I October, 2016 – September, 2019

Unit: General Administration & Establishment

Duties:

• Responsible to the Registrar for day–to-day administration,

• Arranging interviews and correspondences with applicants,

• Organize and Clerking of Meetings,

• Documentation of all new staff, processing of arrival forms, claims, medical certificates,

• Processing of documents relating to the welfare of staff,

• Processing of documents relating to disengagement of staff,

• Office Supervision and Record keeping,

• Timely Dissemination of Information, and

• Performing any other duties assigned by the

Registrar

(iii) Administrative Officer II October, 2013 – September, 2016

Unit: General Administration & Council Affairs

Duties:

• Responsible to the Principal Assistant Registrar

(Council Affairs) for day–to-day administration,

• Preparing and arranging for Council and its Sub- Committees meetings,

• Registration of Contractors in the University,

• Issuance of Students’ Notification of results,

• Collation of Council papers and retrieval**,**

• Office Supervision and Record keeping,

• Timely Dissemination of Information, and

• Performing any other duties assigned by the

Registrar

b. **Work experience in other organization (s)**

(i) ATMAN Limited

Km 7 Osogbo/Ikirun Road, Near Machine Tools, Kobogbogboe

November 2012 - September 2013

Position**:** Marketing Executive Section**:** Marketing Department Duties**:**

• Relationship Management,

• Building sustainable human relations,

• Winning more customers for the company,

• Marketing of printing and publishing products of the company and

• See to customers satisfactions in service delivery.

(ii) Fin Bank Plc

Challenge Branch, Ibadan November 2009 - October 2010

Position**:** Marketing Officer **(**NYSC**)**

Section**:** Retail Banking

Duties**:**

• Marketing of the bank Retail Products,

• Winning more customers for the Bank,

• Increasing the Bank’s deposit base,

• Relationship Management,

• Effective cash pick up, and

• Attending to Customers and Solving their Problems.

(iii) Offa Grammar School 2008

Position**:** Government Teacher for SS I Students (Teaching Practice).

(iv) Kembol Raslim Nigeria Limited

65, Agbooba Road, Ilorin January 2005 - November 2006

Position**:** Marketing Officer Section**:**

Marketing Department

Duties**:**

• With responsibility to market company products,

• Secure bookings,

• Relationship Management, and

• Oversee customers’ satisfaction in service delivery.

19. **Details of Administrative and Leadership Experience in the**

**University system:** Nil

**a. Other appointments in the University:**

• Secretary, Committee on Review of Conditions for Promotion

And appointment and Related Matters 2021

• Secretary, Internal Visitation Panel 2021

• Secretary, Monitoring of Phase I Oregba Classroom Project 2019

• Secretary, Procurement Committee 2018 till date

• Secretary, Fountain University Ventures Board 2018 till date

• Secretary, Review of Staff Hand Book 2018 till date

• Secretary, Security Committee 2016 till date

• Secretary, Board of Survey 2014 till date

• Secretary, Research Committee 2014 till 2018

• Secretary, Entrepreneurial Management Committee 2014 till 2018

• Secretary, Dress Code Enforcement Committee 2014 till 2017

**b. Local/Community Service:**

• President, Nigerian Universities Education Students Association (NUESA) University of Ilorin Chapter 2008/2009

• Member, Faculty Presidents Forum, University of Ilorin Chapter

2008/2009

• Financial Secretary, Association of Arts & Social Sciences Education

Students (AASSES) University of Ilorin Chapter 2007/2008

• Financial Secretary, Association of Old ICOHS Students 2009 till 2013

• Assistant Head Boy, Ilorin Comprehensive High School, Ilorin (ICOHS)

2002

**c. National/International Assignments:**

• **Proctor** at the 2017 Joint Admissions Matriculation Board (JAMB)

examination.

20. **Thesis/Dissertation:**

a. The Problems Facing the Teaching and Learning of Economics in Nigerian Secondary Schools – B.Sc. (Ed) Economics (2009) – University of Ilorin.

21. **Extra-Curricular activities:**

a. Networking b. Foot balling

c. Building sustainable human relationship

22. **Referees:**

a. **Professor Bashir Ademola RAJI**

Former Vice-Chancellor, Fountain University, Osogbo, Department of Soil Science,

University of Ilorin, Ilorin,

Kwara State.

**08037033205**

b. **Mr. Muili Olatoye OLANREWAJU**

Former Registrar, Fountain University,

P.M.B. 4491,

Osogbo, Osun State.

**08033599525**

**c. Mr. Sheriff Adeyemi ADENEKAN (MAUA UK)** Deputy Registrar, Vice-Chancellor’s Office Fountain University,

P.M.B 4491,

Osogbo, Osun State.

**08037063960**

22nd of October, 2021

