

CURRICULUM VITÆ

NAME: MURITALA STEVE OLUWANIFE **SHITTU**

PLACE AND DATE OF BIRTH: Ikare Akoko, Ondo State, 24th April, 1970

STATE OF ORIGIN: Ondo

NATIONALITY: Nigerian

PERMANENT HOME ADDRESS: No. 5B, Alaba Lane, Ijigba Quarters, Kajola, Off Oda Road, Akure, Ondo State

POSTAL ADDRESS: c/o Bursary Department, University of Medical Sciences, Ondo City, Ondo State

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MARITAL STATUS: Married

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:	
NAME OF INSTITUTIONS	DATES
UNIVERSITY OF BENIN, BENIN CITY	2014-2017
ADEKUNLE AJASIN UNIVERSITY, AKUNGBA-AKOKO	2007-2012
AAUA INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATION CENTRE	2007
UNIVERSITY OF ADO EKITI, EKITI STATE	1998-1999
FEDERAL POLYTECHNIC, ADO EKITI, EKITI STATE	1990-1996
VICTORY COLLEGE, IKARE AKOKO	1982-1987
ST. STEPHEN'S ANG. PRY. SCHOOL IKARE AKOKO	1976-1982

ACADEMIC QUALIFICATIONS WITH DATES

QUALIFICATION	GRADE/STATUS	DATES
WASC/GCE O/LEVEL	O' LEVEL	1987/1989
NATIONAL DIPLOMA (ACCOUNTANCY)	UPPER CREDIT	DEC. 1993
HIGHER NATIONAL DIPLOMA (ACCOUNTANCY)	UPPER CREDIT	OCT. 1996
POST GRADUATE DIPLOMA-FINANCIAL MANAGEMENT	DISTINCTION	NOV. 2000
B.SC ACCOUNTING	SECOND CLASS UPPER DIVISION	FEB. 2013
M.SC ACCOUNTING	PASS	MAY, 2017

PROFESSIONAL QUALIFICATIONS WITH DATES

INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)	ASSOCIATE MEMBER	APRIL, 2004
CERTIFICATE IN INFORMATION TECHNOLOGY, AKUNGBA-AKOKO	PASS	July, 2007
CHARTERED INSTITUTE OF TAXATION OF NIGERIA	ASSOCIATE MEMBER	MAY, 2014
INSTITUTES OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)	FELLOW	APRIL, 2016

PRESENT EMPLOYMENT

Name: University of Medical Sciences, Ondo City, Ondo State, Nigeria

Status: ACTING BURSAR

WORK EXPERIENCE

NAME OF ORGANIZATION	POSITION	DATE
NATIONAL UNIVERSITIES COMMISSION, ABUJA	STORES OFFICER (NYSC)	DEC.1996-NOV.1997
ONDO STATE WATER CORPORATION, AKURE	HIGHER EXECUTIVE OFFICER (ACCOUNTS)	DEC. 1997- DEC.1998
ONDO STATE WATER CORPORATION, AKURE	ACCOUNTANT II	JAN. 1999- DEC. 2001
ONDO STATE WATER CORPORATION, AKURE	ACCOUNTANT I	JAN. 2002- JAN 2004
ADEKUNLE AJASIN UNIVERSITY, AKUNGBA AKOKO, ONDO STATE	ACCOUNTANT I	FEB. 2004 - APRIL,. 2004
ADEKUNLE AJASIN UNIVERSITY, AKUNGBA AKOKO, ONDO STATE	SENIOR ACCOUNTANT	FEB. 2004 - SEPT. 2008
ADEKUNLE AJASIN UNIVERSITY,	PRINCIPAL ACCOUNTANT	OCTOBER 2008 -

AKUNGBA AKOKO, ONDO STATE		SEPT.2011
ADEKUNLE AJASIN UNIVERSITY, AKUNGBA AKOKO, ONDO STATE	CHIEF ACCOUNTANT	OCTOBER, 2011 – JULY, 2015
UNIVERSITY OF MEDICAL SCIENCES, ONDO, ONDO STATE	CHIEF ACCOUNTANT	AUGUST, 2015 – AUGUST 2016
ADEKUNLE AJASIN UNIVERSITY, AKUNGBA AKOKO, ONDO STATE	CHIEF ACCOUNTANT	AUGUST, 2016 – MARCH, 2018
UNIVERSITY OF MEDICAL SCIENCES, ONDO, ONDO CITY	DEPUTY BURSAR	APRIL-2018- AUGUST, 2018
UNIVERSITY OF MEDICAL SCIENCES, ONDO, ONDO CITY	ACTING BURSAR	AUGUST, 2018 TILL DATE

(i) DEC. 1996 – NOV. 1997 STORES OFFICER (NYSC) NATIONAL UNIVERSITIES COMMISSION, ABUJA

- (a) Issue of stores items
- (b) Receive supplies from contractors and issue stores receive advice
- (c) Update bin cards and store ledger cards
- (d) Determine re-order level for each item of stock and alter Deputy Director Finance/Suppliers on placing of order through L.P.O

(ii) DEC. 1997-DEC. 1998 HIGHER EXECUTIVE OFFICER (ACCOUNTS) ONDO STATE WATER CORPORATION, AKURE

- (a) Assisting the Area Accountant, Ikare Area Office of Ondo State Water Corporation.
- (b) Officer-in-charge salaries and Wages Unit.
- (c) Handling fund transfer matters between Water Corporation Headquarters and Ikare Area Office.

(iii) JAN. 1999-DEC. 2001 ACCOUNTANT II ONDO STATE WATER CORPORATION, AKURE

- (a) Acting as the Area Accountant, Akure Area Office of Ondo State Water Corporation
- (b) Responsible for the Area Office Financial Matters and Advise Area Office Management on Finance Issues.
- (c) Liaised with the Corporation Headquarters on fund release.
- (d) Monitor release of Fund for Projects and Monitor Execution of such Projects in the Area Office.

(iv) JAN. 2002 - JAN. 2004 ACCOUNTANT I ONDO STATE WATER CORPORATION, AKURE

- (a) Function as Area Accountant Ikare Office of Ondo State Water Corporation.
- (b) Other functions performed are the same as in (4) above

(v) FEB. 2004 – APRIL, 2004 ACCOUNTANT I ADEKUNLE AJASIN UNIVERSITY, AKUNGBA-AKOKO

- (c) Function as Accountant In-Charge of Budget, Reports and Statistics in Adekunle Ajasin University, Akungba Akoko.
- (d) Preparation of University Operating Budget.
- (e) Preparation of Quarterly and Annual Operating Budget Performance Evaluation Report.
- (f) Preparation of Annual Budget Estimates for the University.
- (g) Handling enlistment of new employees on Payroll in the University through determination of Vacancy Via Staffing Budgetary Provision
- (h) Preparation of Quarterly/Annual Financial Reports
- (i) Rendering Returns on Financial Matters as may be required from time to time to Ondo State Government and its Agencies.
- (j) Prepared draft of Bursary Department Organogram in 2005
- (k) Secretary to Committee on manual procedure guides for Resources Management Division of the Bursary Department.

**(vi) APRIL, 2004 – SEPT. 2011 SENIOR ACCOUNTANT ADEKUNLE AJASIN UNIVERSITY,
TO PRINCIPAL AKUNGBA-AKOKO
ACCOUNTANT**

- (a) Function as Head Management Services Division, Bursary Department, Adekunle Ajasin University, Akungba-Akoko
- (b) Responsible to the University Bursar for Management of University Investments.
- (c) Management of Risks and Fixed Assets Insurance Policies.
- (d) Management of University Investment In Ventures and Other Ancillary Business Service Units
- (e) Report to the Bursar on Operations and Business of University Ventures.
- (f) Members of University Committees such as Staff/Student's Eateries Management Committee, Guest House Management Committee, etc. January 2007 to December, 2009.
- (g) Member University Budget Committee. February 2009 to December 2006
- (h) Prepare Quarterly/Annual Investment Evaluation Reports.
- (i) Successfully completed the backlog of bank reconciliation of all University's bank accounts with the cash books – over 62 Accounts from 2005 to 2011. The assignment was taken over in 2007.
- (j) Initiated the use of Fund-Balance Method for preparation Bank Reconciliation Statement in the University.
- (k) Any other duties that may be assigned by the Bursar or Deputy Bursar

**(vii) OCT. 2011 – JULY, 2015 CHIEF ACCOUNTANT ADEKUNLE AJASIN UNIVERSITY,
AKUNGBA AKOKO**

A) CONTROL ACTIVITIES

- i) Receive on behalf of the Bursar all statements of Bank Accounts on a monthly basis.
- ii) Review all the entries on the Statement of Bank Accounts to ensure correctness.

- iii) Received and analyze Bank Debit and Credit Advise and obtain approval for entries into the University Accounts.
- iv) Forward the Bank Statement to Finance and Reconciliation Unit for preparation of bank reconciliation statements.
- v) Supervise all other activities relating Bank matters.
- vi) Review Cash Book entries for correctness.
- vii) Pioneer Head of Division of Faculty & Academic Services Division to set up operations of Faculties and academic departments budgetary fund allocation and operations.
- viii) Supervise the activities of Faculty Accountants on Departmental Budget and Control
- ix) Process for payment the approved fund for Academic Staff Training and Workshop & Conference Attendance and Research Grants.

B) FINANCE ACTIVITIES

- i) Processing of foreign exchange transaction
- ii) Preparation of Cash rationing analysis for the consideration of the Bursar
- iii) Preparation of monthly/quarterly bank balances for the attention of the Bursar
- iv) Advise the office of the Bursar from time to time on investible fund to increase IGR of the University through item iii.
- v) Liaise with ODSG Ministry of Finance for collection of monthly subvention, capital grant and other special fund
- vi) Report to the Bursar on fund transferred to University Account from other agencies such as TETfund, etc.
- vii) Receive Investment Income (Fixed Deposit) from the Banks
- viii) Prepare Investment Schedule for the consideration of the Bursar

C) INSURANCE ACTIVITIES

- i) Process of Insurance Policies on (Group Life, Motor Vehicle and Non-Life) as approved by the University's Management on annual basis.
- ii) Supervise activities relating to processing of claims on Group Life Policy, Motor Vehicle and other assets.

D) ADMINISTRATIVE ACTIVITIES

- 1) Act as Bursary Department Budget Officer.
- 2) Served as member of the following University committee.
 - a) Annual Report Committee
 - b) UBEC/SUBEB Teachers Training Committee
 - c) Board of Survey Committee
 - d) Secretary of Insurance Companies Appointment Committee
 - e) Secretary Committee on Computerization of Bursary Department
 - f) Students welfare Insurance Scheme Committee
- 3) Served as member of the following Departmental (Bursary) Committees:
 - (i) Bursary Department Strategic Planning Committee;

- (ii) Bursary Annual Review Committee;
- (iii) Project Implementation Committee on Automation of Bursary Operations
- 4) Preparation of draft financial briefs for the attention of the Bursar.
- 5) Attend to all issues relating to domiciliation of staff salary with bank.
- 6) Certify Payment Vouchers prepared by the accountants in the Division.
- 7) Any other duties that may be assigned by the Bursar from time to time.

(viii) AUG., 2015 – AUG. 2016 CHIEF ACCOUNTANT UNIVERSITY OF MEDICAL SCIENCES, ONDO

- (a) Acted as the Head of Bursary Department between August and November, 2015.
- (b) Set up of the financial transactions of the Bursary Department for the newly established University;
- (c) Responsible to the Vice chancellor on financial matters of the University;
- (d) Prepare draft financial regulations for the University;
- (e) Perform duties on government relation on fund release to the University;
- (f) Other duties relating to day to administration and control of financial resources such as budgeting, expenditure control, banking and reconciliation of cash books and bank accounts, etc.

(ix) AUGUST, 2016 – MARCH, 2018 CHIEF ACCOUNTANT ADEKUNLE AJASIN UNIVERSITY

- + Head of Finance - Distance Learning Centre. A new Centre established by the University for Mobilization and generation of revenue to boost the financial resources of the Institution.
- + Head Treasury & Students Services Division – Supervise the activities of Cash Office, Students Accounts Unit, Part-Time Programmes Unit, and Centre for Diploma & Pre-Degree Studies.

(x) APRIL, 2018 TILL DATE DEPUTY/ACTING BURSAR UNIVERSITY OF MEDICAL SCIENCES

- + Function as Head of Department of Bursary of the University of Medical Sciences, Ondo.
- + Responsible to the Vice Chancellor for the day-to-day financial administration of the University.
- + Duties include but not limited to Financial Planning, Budgeting, Cash Rationing, Financial Controls, Control over banking transactions, Preparation of Financial Reports and Accounts, etc.
- + Membership of various University Committees such as Management Committee, Staff Audit Committee, Friends of UNIMED Fund Utilization Committee, Appointment and Promotion Committees (Academic, Administrative and Technical and Junior Staff), Fund Raising Committee, In attendance at Council Tenders Committee, Finance and General Purposes Committee and Governing Council Meetings, etc.

- + Liaison with Government Agencies and external corporate bodies for release of fund to the University.
- + Any other duties assigned by the Vice Chancellor from time to time.

SEMINARS/WORKSHOPS AND CONFERENCES ATTENDED WITH DATES:

- a. Workshop on Budgeting
- b. and Advanced Accounting for Public Sector Organization organized by Ondo State Ministry of Finance, Budget and Economic Planning at Royal Birds Motel Limited, Akure, Ondo State **–August 3-4, 2005**
- b. ICAN MCPE on Development in Budgeting and Accountability of Government **- November, 2005**
- c. ICAN MCPE on Appraisal of the Banking Sector Reforms in Nigeria **– August, 2006**
- d. ICAN first South-West Conference on E-Commerce – Ibadan **– February, 2007**
- e. 40th Annual Accountants’ Conference of the Institute of Chartered Accounts of Nigeria held in Abuja, Nigeria **–October, 2010**
- f. 5th Western District Conference Akure **- February, 2011**
- g. ICAN IFRS Certification Training Programme- Module 1 **– October 3-5, 2012**
- h. MCPE of the Institute of Chartered Accountants of Nigeria on Public Sector Accounting held at Akure, Ondo State– **June 21-23, 2013**
- i. 43rd Annual Accountants Conference of Institute of Chartered Accountants **– October 7-11, 2013**
- j. World Congress of Accountants 2014 Pre-Congress Workshop - **October 8, 2014.**
- k. World Congress of Accountants – Rome 2014 – **November, 2014**
- k. ICAN MCPE on Accountancy, Audit and Insolvency **- September, 2015**
- l Workshop on organizational Effectiveness for Senior Management Sponsored by Bill & Mellinda Gates Foundation **- April, 2016**

PUBLICATIONS:

- 1 Enofe, A.O, **Shittu, M.S** & Irevah, B.U (2015) Examination of symptoms of fraud and performance of Nigerian banks. *Rhema University Journal of Management and Social Sciences.* 3(1):60-69.
- 2 Enofe, A.O, **Shittu M.S** & Oloruntoba S.R (2016) Forensic accounting and corporate performance in Nigerian companies. *African Social and Educational Journal Faculty of Business Administration Imo State University.* 5(2):86-97)

EXTRA CURRICULAR ACTIVITIES: Football, Listening to Music and Reading, gospel ministerations.

SIGNATURE:

DATE: