

CURRICULUM VITAE

FULL NAME: MOSES Betty Bolaji

DATE AND PLACE OF BIRTH: 2ND NOVEMBER 1976-OWO

NATIONALITY: NIGERIAN

STATE OF ORIGIN: ONDO STATE

LOCAL GOVERNMENT OF ORIGIN: OWO

MARITAL STATUS: MARRIED

PERMANENT HOME ADDRESS: 21, ITAN SANNI, OGIJO ROAD, SAGAMU
OGUN STATE

PRESENT POSTAL ADDRESS: COMMUNITY MEDICINE, UNIVERSITY OF
MEDICAL SCIENCES, LAJE ROAD, ONDO,
ONDO STATE
08028300789, 07069174932
e-mail: bjajayi20081@yahoo.co.uk

POST APPLIED FOR: PERSONAL SECRETARY I (CONTEDISS 08)

NUMBER AND AGE(S) OF CHILDREN: NIL

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

- **Ladoke Akintola University of Technology** - (2009 – 2012)
Master in Business Administration (MBA)
Marketing Management (Option)
- **Yaba College of Technology, Yaba – Lagos** - (2002 – 2004)
Higher National Diploma (HND)
Secretarial Studies (Lower Credit)
- **The Federal Polytechnic, Kaura – Namoda, Zamfara State** - (1998 – 2000)
National Diploma (ND)
Secretarial Studies (Lower Credit)
- **Excel Computer School, Ilupeju, Lagos State** - (1995)
Diploma in Data Processing
- **West African Examination Certificate (W.A.E.C)** - (1994)

W.A.E.C. Certificate

- **Methodist High School, Owo, Ondo State** - (1986 – 1992)
S.S.C.E Certificate

ACADEMIC AND PROFESSIONAL QUALIFICATIONS OBTAINED WITH DATES

- **Institute of Purchasing and Supply Administration of Nigeria (CIPSAN) -**
(2009)
Associate Member

WORK EXPERIENCE

1. **UNIVERSITY OF MEDICAL SCIENCES, ONDO – CONFIDENTIAL SECRETARY I**
(2015 – TILL DATE)

Schedule of Duties

- Officer-in-charge salaries and Wages Unit for almost one year before the employment of Programmer in the University.
- Performs secretarial duties
- Handling fund transfer matters between the University and Banks.

2. **KK-TEC VENTRE NIGERIA LIMITED: PERSONAL ASSISTANT/CASHIER-**
(2011 –2011)

Schedule of Duties

- Prepares daily expenses and allocation
- Performs secretarial duties
- Processing Information – Compiling, Coding, categorizing, calculating, tabulating, auditing, and verifying information.

3. **WEMA BANK PLC: SECRETARY** - (2005 – 2009)

Schedule of Duties

- Performs secretarial duties including typing correspondence, reports and memoranda from the Manager.
- Manages manager’s calendar as well as arrange tentative schedules.
- Attends to External visitors to the department and also handles customer’s enquiries.
- Marketing in terms of Deposit drive for the Bank.

4. **GUINNESS NIGERIA PLC: SECRETARY** - (2001 – 2002)
[IT STUDENT]

Extra-Curricular Activities:

- Meeting people, Travelling, Learning Languages, learning different and about different Cultures especially African cultures, Creating and Innovating brand building initiative

COURSES ATTENDED

- Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI)
- Interpersonal Skills course
- Marketing and selling skills course

REFEREES

1. Mr. Fabusuyi Abraham O.

Deputy Bursar
Federal University of Technology (FUTA)
Akure
Ondo State.
Tel: 08034350024

2. Mr. Aderemi Adetula, Esq

Principal partner,
Ibraheem, Aganum & Co.
No. 28, Uka Street, Owo
Ondo State.
Tel: 08035750159

3. Mr. Fatai Jimoh

Inlaks Computer Limited,
3/5 Adeyemo Alakija Sreet,
Victoria Island
Lagos State.
Tel: 08033061529