

CURRICULUM VITAE

NAMES IN FULL: ADENIRAN, Ezekiel Imoleayo
CURRENT POSITION : Registrar
DATE OF BIRTH 19th April, 1983
PLACE OF BIRTH Owo
NATIONALITY: Nigerian
STATE OF ORIGIN: Ondo
SENATORIAL DISTRICT: Ondo North
LOCAL GOVT OF ORIGIN Owo
PERMANENT HOME ADDRESS No 1, Adeniran Lane, Olopatodiwoli Street,
Ondo Road, Akure
CURRENT POSTAL ADDRESS Registry
University of Medical Sciences, Ondo.
E-MAIL/GSM registrar@unimed.edu.ng/[07065950060](tel:07065950060)
MARITAL STATUS: Married
NUMBER & AGES OF CHILDREN: Two (2), 8 years & 2years.

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

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|------|--|------------|
| i. | University of Medical Sciences, Ondo | 2022 -2024 |
| ii. | University of Southern Queensland, Australia | 2007-2008 |
| iii. | University of Southern Queensland, Australia | 2007 |
| iv. | Adekunle Ajasin University, Akungba-Akoko | 2001-2006 |
| v. | The Apostolic High School, Ilara Mokin | 1999-2000 |
| vi. | FUTA Staff Secondary School, Akure | 1994-1998 |

ACADEMIC QUALIFICATIONS OBTAINED WITH DATES

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| i. | M.Sc. Health Law & Policy | 2024 |
| ii. | MBA, Human Resource Management & General Management | 2008 |
| iii. | Diploma in Leadership and Business Management | 2007 |
| iv. | National Youth Service Corps Membership Certificate | 2007 |
| v. | Certificate in Computer Studies | 2007 |
| vi. | Bachelor of Science, Political Science (2 nd Class Upper Division) | 2006 |
| vii. | West African Senior Secondary School | 2000 |

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

- | | | |
|-----|--------|--|
| i. | Fellow | : Institute of Professional Managers and Administrators of Nigeria |
| ii. | Member | : Association of Nigeria Universities Professional Administrators. |

WORKING EXPERIENCE WITH DATES

- I) March 2008 – October, 2011 – Federal University of Technology, Akure
Status: Administrative Officer II /Administrative Officer I (Registrar's Office)

RESPONSIBILITIES

I am responsible to the Registrar in the performance of the following functions:

- i) Staff data verification and update
 - ii) Day-to-day running of the office
 - iii) Proofreading and crosschecking of documents
 - iv) Speech writing and writing of assigned papers
 - v) Arranging and covering meetings and intra departmental meetings
 - vi) Checking in-coming mails for Registrar's attention
 - vii) Assisting the Registrar on assigned official correspondence
- 2) November, 2011 – November, 2012 - Adekunle Ajasin University, Akungba-Akoko
Status: Administrative Officer I (University Advancement Office)

RESPONSIBILITIES

I am responsible to the Vice-Chancellor through the Director of the Advancement Office on issues relating to widening the access of the University to additional sources of revenue, academic collaborations, linkages with industries, alumni relations, endowment administration and other beneficial partnerships, and also to:

- i) Assist the Director on official correspondence
 - ii) Responsible to the Director for the day-to-day running of the office
 - iii) Organizing seminars, workshops and conferences
 - iv) Responsible for the coordination of the activities of the Advancement Board members
 - v) Crosschecking of documents and writing of assigned papers
 - vi) Responsible to the Director for implementing strategies for sourcing of funds
 - vii) Liaising with appropriate organs of the University on development issues
- 3) December, 2012 – February, 2014 -Adekunle Ajasin University, Akungba-Akoko
Status: Administrative Officer I (Vice-Chancellor's Office)

RESPONSIBILITIES

I am responsible to the Vice-Chancellor for the arrangement of University ceremonies. Preparation of draft report and speeches, ensuring follow up actions on decisions of the University Management as required, liaison with the appropriate units for the proper maintenance of all the facilities and I also liaise with the Registry, Bursary, Works & Services, Security Department and Halls of Residence on behalf of the Vice-Chancellor.

- 4) March 2014 – February 2015 - Adekunle Ajasin University, Akungba-Akoko
Status: Administrative Officer I (Academic Affairs Office - Senate)

RESPONSIBILITIES

I am responsible to the Registrar through the Head of the Academic Affairs Division for the preparation of Senate papers, follow-up actions on Senate decisions, preparation and servicing of meeting of the Committee of Deans and also responsible for the preparation of papers for the Business Committee of Senate.

- 5) March 2015 – May 2016 - Adekunle Ajasin University, Akungba-Akoko
Status: Administrative Officer I
(Personnel Division – Academic Staff Matters)

RESPONSIBILITIES

I am responsible to the Registrar for the preparation of papers for servicing of the University's Appointment and Promotions Committee (Academic), preparation of periodic reports to Council on matters relating to appointment, confirmation, study leave of members of the academic staff, I am also responsible for the preparation of letters of appointment and all matters relating to the welfare and claims of Associate and part-time lecturers. I served as Secretary at meetings between Management and ASUU.

- 6) March 2016- May 2018 - Adekunle Ajasin University, Akungba-Akoko
Status: Administrative Officer I/Assistant Registrar (Faculty
Officer – Agriculture)

RESPONSIBILITIES

I am responsible to the Dean for the day-to-day administration of the Faculty, registration of all fresh students, keeping of student records within the Faculty, supervision and control of all non-academic staff in the Faculty and Departmental offices including Secretarial, Clerical and other staff.

I also render effective assistance to the Dean with respect to official correspondence, involved in the arrangement for University ceremonies, staff welfare including External Examiners and other visitor to the Faculty.

I also assist the Registrar and the Dean with regard to the administration of University examination within the Faculty.

I am also responsible for all Faculty properties and the day-to-day maintenance and cleanliness of the Faculty.

- 7) June 2018 - April, 2020 - Elizade University, Ilara Mokin, Ondo State
Status: Principal Assistant Registrar (Faculty Officer – Law)

RESPONSIBILITIES

I am responsible to the Dean for the day-to-day administration of the Faculty, registration of all fresh students, keeping of student records within the Faculty, supervision and control of all non-academic staff in the Faculty and Departmental offices including Secretarial, Clerical and other staff.

I also render effective assistance to the Dean with respect to official correspondence, involved in the arrangement for University ceremonies, staff welfare including External Examiners and other visitor to the Faculty.

I also assist the Registrar and the Dean with regard to the administration of University examination within the Faculty.

I am also responsible for all Faculty properties and the day-to-day maintenance and cleanliness of the Faculty.

- 8) May – August, 2020 - University of Medical Sciences, Ondo City
Status: Principal Assistant Registrar (Registrar's Office)

RESPONSIBILITIES

I am responsible to the Registrar for the:

- a. Proofreading and crosschecking of documents
- b. Arranging and covering Committee meetings
- c. Speech writing and writing of assigned papers
- d. Staff data verification and update
- e. Responding to assigned mails
- f. Attending to any other duties as may be assigned from time to time

- 9) Sept, 2020 – April, 2022
Status University of Medical Sciences, Ondo City
Principal Assistant Registrar (Governing Council & General Administration Officer)
- 10) May, 2022 till Date
Status University of Medical Sciences, Ondo City
Deputy Registrar
Governing Council & General Administration Division

RESPONSIBILITIES

I am responsible to the Registrar for Council, Finance & General Purposes Committee, Tenders Committee, Convocation, and Congregation matters, including coverage of meetings, writing of Minutes and taking follow up actions as appropriate.

I am also in charge of the welfare of the Governing Council members.

I assist the Registrar on official correspondence and Contractors Registration.

Proofreading and crosschecking of documents.

Speech writing and provision of back up information for the Registrar.

CURRENT EMPLOYMENT University of Medical Sciences, Ondo City
Status Registrar
Salary Consolidated

SERVICE TO STATE, NATIONAL AND INTERNATIONAL BODIES

- i. Member - Ondo State Sector Working Group (Representing UNIMED)
- ii. Chairman - Olopatodiwoli Landlord Association (2022 till date)
- iii. Secretary - Adekunle Ajasin University Alumni Association (2020 – 2022)
- iv. Secretary - Student Union, Adekunle Ajasin University, Akungba Akoko (2004)

EXTRA CURRICULAR ACTIVITIES

- i. Reading
- ii. Writing
- iii. Traveling

ANY PHYSICAL CHALLENGE AND NATURE: None

MAJOR CONFERENCES AND WORKSHOPS ATTENDED

- i) FUTA Registry Annual Lecture Series held between Monday, 20th and Tuesday, 21st May, 2024.

- ii) 3-day University of Medical Sciences, Ondo Management Staff Retreat held between November 15 and 17, 2023
- iii) New Strategic Directions in Tertiary Education Administration ; Registry Annual Lecture Series of the Redeemer's University, Ede, Osun State held between Tuesday, 21st and Thursday, 23rd June, 2022
- iv) Strategies for Community Development : Workshop organized by Golden Center for Research and Innovation (USA) on Saturday, 2nd February, 2019 at Elizade University, Ilara Mokin, Ondo State.
- v) 2-day Elizade University Staff Retreat/Orientation held between December 6 and 7, 2018
- vi) 2018 ICPA Workshop on Navigating Tomorrow's Office : Records Management, Information Security and Digitization held between 25th November and 2nd December, 2018, organized by the School of Public Affairs and Administration, University of Electronic Science and Technology, China.
- vii) 2018 Staff Orientation Programme Organized by Elizade University, Ilara Mokin on Thursday, 28th June, 2018
- viii) University Autonomy in Nigeria: Prospects & Challenges a Lecture delivered at the 3rd Elizade University Registry Annual Lecture held on Friday, 15th June, 2018
- ix) Nigerian University Professional Administrators in a Globally Competitive University Environment :Lecture organized by Association of Nigerian Universities Professional Administrators (ANUPA) on Thursday, 30th November, 2017
- x) Advanced Digital Appreciation for Tertiary Institutions (ADAPTI) organized by Digital Bridge Institute between 25th and 29th April, 2016.
- xi) Building a University Culture in Adekunle Ajasin University: A Two-Day Training Workshop for all Senior Administrative Staff of Adekunle Ajasin University, Akungba-Akoko from 12-14 May, 2015.
- xii) Developing Critical Administrative Skills and Competencies: A Two-Day Training Workshop for all Administrative Staff of Adekunle Ajasin University, Akungba-Akoko, from 16 – 17 July, 2013.
- xiii) The Concept of Advancement in Universities: Past, Present and Future delivered at the 1st Annual Advancement Lecture of the Federal University of Technology, Akure held on Friday 24th May, 2013.
- xiv) Three Day Study Visit for Senior Executives of African Universities in Accra, Ghana from 9-10 May, 2013.
- xv) The Challenges of Qualitative Governance in Nigerian Universities – A lecture delivered at the 13th Redeemers University Research Seminar held on Tuesday, 18th May, 2010.

- xvi) Emotional Intelligence as Key to Relevance – the University Registry a lecture delivered at the FUTA Registry Annual Lecture Series, held on Tuesday, 21st April, 2009.
- xvii) One Day Retreat for Dean, Directors, HODs, HOU, All Administrative and Executive Officer of FUTA held on Wednesday, 5th November, 2008.
- xviii) Management of Student Support Service – A two-day workshop organized by University of Ado-Ekiti Registry Department for Senior Administrative Officer in Nigeria Higher Institutions on 2nd and 3rd September, 2008.
- ^{2uj} xix) “Attaining Millennium Development Goal in year 2020: The role of Human Resource Manager” – at the maiden Ondo State Conference of the Chartered Institute of Personnel Management of Nigeria on 30th September, 2008.
- xx) Staff Student’s relationship in the University System, Induction Course for Staff of the University of Education, Ikere-Ekiti, Ekiti State on 27th November, 2008.

SERVICING OF COMMITTEES

Member	-	Ondo State Sector Working Group (Representing UNIMED)
Member	-	Committee on the State of Education in UNIMED
Secretary	-	Library and Publications Committee
Chairman	-	UNIMED Annual Report Committee
Member	-	University Editorial Board
Member	-	Quality Assurance Policy Development Committee
Chairman	-	Elizade University Taskforce on Horticulture
Chairman	-	Elizade University Standing Taskforce on the use of Municipal Facilities
Chairman	-	Elizade University Registry In-House Seminar
Chairman	-	Elizade University Registry Social/Welfare Committee
Member/Secretary	-	Taskforce on Special Duties
Member/Secretary	-	Visitation Panel to Physical Planning, Works and Services
Secretary	-	Investigation Panel on the Alleged Sabotage of the University by some staff
		of the Physical Planning, Works and Services Unit
Member	-	Committee on Review of the University Handbooks
Secretary	-	Committee on the Investigation of Theft of Diesel in the Power House
Secretary	-	Committee on the Memorandum of Understanding between Elizade University and the University of Oxford
Secretary	-	University Central Laboratory Committee
Secretary	-	Women Studies and Development
Secretary	-	Secretary, Faculty Board of Agriculture
Secretary	-	Faculty of Agriculture Examination Misconduct Committee
Secretary	-	Investigation Panel on alleged misconduct by Dr. O. Bakare
Secretary	-	Capital Campaign Planning Committee
Secretary	-	Vehicle Refurbishing Loan Committee
Secretary	-	Committee of Deans
Secretary	-	Committee on the Proposed Curriculum in Biogeochemistry
Secretary	-	Committee to Investigate Alleged Illegal Collection of Money from

Students
Member - University Ceremonies Protocol Committee
Member - Registry Protocol Committee
In Attendance - University Senate
In Attendance - Management Tenders Board
In Attendance - University Principal Officers Meeting
In Attendance - University Procurement Planning Committee

NAMES AND ADDRESS OF REFEREES

- Prof. Francis Gbore
Vice Chancellor,
Sam Maris University,
Supare-Akoko
Ondo State
vc@smu.edu.ng
08060087911
- **Mr. R.A. Arifalo**
Immediate Past Registrar
Federal University of Technology,
Akure
08035838281
- Prof. A.A. Abubakar
Dean
Faculty of Allied Health
University of Medical Sciences,
Ondo
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