**FEMI-AKARAKIRI Mercy Omowumi**

Off Allen Avenue, Ikeja, Lagos State. NIGERIA

Mobile Phone: +234 (0)8061919999● mercydamsel22@yahoo.com

**PERSONAL INFORMATION**

**Date of Birth:** 24th November, 1983

**Place of Birth:** Kaduna State

**Gender:**  Female

**State of Origin:** Ondo State

**Local Government:** North-West

**Nationality:** Nigerian

**Marital Status:** Married

**ACADEMIC/EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES**

Ph.D Human Resource Management (in view)

M.Sc. Human Resource Management (2022)

B.Sc. Business Admin. & Mgt. (2019)

MPA: Public Administration (2017)

PGD: Public Administration (2015)

HND: Business Admin. & Mgt. (2009)

OND: Accountancy (2004)

NECO: Ondo State (2001)

Pry Scl. Cert: Ekiti State (1995)

**WORK EXPERIENCE**

**UNIVERSITY OF MEDICAL SCIENCES, ONDO STATE**

* **2023-date Senior Assistant** Registrar **(CONTISS 11, Step 1)** as the head of Admin. Akure Campus.

**RESPONSIBILITIES**

I am responsible to the Ag. Dir. Akure Campus in performing the following functions:

-Day-to-day activities on Campus;

-Staff data Monthly verification;

As the Head of Administration, University of Medical Sciences, Akure Campus from **Jan-date**

As secretary to Boards and different committees in the University

As the personnel in charge of the Centre for Continuing Education (CCE), Akure Campus, to oversee the administrative affair of the Centre and all the units attached to it. **2022-2023**

* **Assistant Registrar (CONTISS 9, Step1) – University of Medical Sciences, Ondo 2020 - 2023**

A staff of the Human Resources Division of the University. My duties include effecting matters of appointments, promotions, trainings, welfare and discipline across all employee structure of the Institution. I serve also as the Secretary to Appointment Promotion & Disciplinary Committee (Administration, Professional & Technical Staff). I have been opportune to be the Secretary of the Disciplinary Committee on Extortion & Money for Mark, member of Academic Event Planning Committee, and anchorperson on some University events.

**ONDO STATE JUDICIARY**

* **Head of Station, Customary Court Registry, Ilara-mokin (Snr. Registrar 1, Grade Level 12) 2019 – 2020**

I oversaw the affairs of the Court, staff and Judges. Also responsible for the supervision of record and documentation maintenance as well as ensure accuracy of case returns and staff activities at the end of each month to Judiciary headquarters.

Also, I verified and signed off affidavits and ensured cases for appeals were filed for prompt delivery before set dates.

* **Senior Registrar II (Grade Level 10) – Correspondence Department, Ondo State Judiciary 2015 – 2019**

Treating and responding to mails and correspondences on behalf of the Deputy Registrar, except when Executive attention is required.

* **Registrar 1 (Grade Level 9) - Department of Establishment & Training, Judiciary, Akure 2013 - 2015**

Acted as point of contact for employees providing administrative support and managing their queries. I was also overseeing and coordinating office administrative procedures, established work priorities, delegate responsibilities to office support staff and ensure deadlines are met, procedures followed, reports duly and accurately prepared and forwarded for further actions.

* **Registrar 11 (Grade Level 8, Step 1) – Office of the Chief Judge, Ondo State Judiciary 2010 – 2013**

Monitoring the efficiency of the Court and its processes.

**MEMBERSHIP OF PROFESSIONAL BODIES**

Fellow, Chartered Institute of Human Resource and Strategic Management **(FCIHRSM)**

Member, Nigerian Institute of Management (NIM)

Member, Association of Nigeria University Professional Administrators **(ANUPA)**

**REFERENCES**

**Hon. Justice O. Odusola** Chief Judge of Ondo State **(09070292781)**

**Dr. Okikiola Lateef Olanipekun** EU. Faculty of Humanities **(08133698212)**

**Hon. Justice A. Bola:** Federal Appeal Court, Abuja **(08034716393)**