**CURRICULUM VITAE**

1. **Personal Data:**
2. **Full Name (Surname first):** Egba Toluwalase Abiodun
3. **Date of Birth:** 28th December, 2024
4. **Details of Contact Address:**
	1. **E-mail Address(es):** tegba@unimed.edu.ng
	2. **Mobile Phone Number(s):** 08168398410
5. **Nationality** Nigerian
6. **State of Origin** Ondo-State
7. **Local Government Area** Okitipupa
8. **Permanent Home Address** Block D, plot 4 oba-ile housing estate,Akure,Ondo state
9. **Marital Status** Single
10. **Number of Children and their Ages** None
11. **Next of Kin** Egba Olubukola Maureen
12. **Details of Contact Address of Next of Kin:**
	1. **E-mail Address(es):** maureenegba@gmail.com
	2. **Mobile Phone Number(s):** 08038046422
	3. **Permanent Home Address:** No 6 Adedeji Estate Igoba, Akure
13. **Date of Assumption of Duty:** 9th September, 2020
14. **Rank/Status of First Appointment:** 2nd September, 2020
15. **Present Status:** Administrative Officer II
16. **Date of Last Promotion:** N/A
17. **Present Salary, Grade Level and Step:** Contiss 7 step 4
18. **Date of Confirmation of Appointment:** N/A
19. **Faculty/Directorate:** Allied Health Sciences
20. **Department/Unit:** Registry
21. **Educational Background:**
22. **Academic Qualifications with Dates**

Obafemi Awolowo University, Ile-Ife, Osun State. 2017-2019

Post-graduate Diploma in Social Work.

Ekiti State University, Ado Ekiti, Ekiti State. 2008-2013

B.Sc. Psychology

Federal Government Girls College, Akure, Ondo State. 2001-2007

Senior Secondary School Certificate.

Cabataf Nursery & Primary School, Akure, Ondo State. 1995-2001

Primary School Leaving Certificate.

 Federal Staff School, Akure, Ondo State. 1992-1995

1. **Other Distinctions and Awards with Dates**
	1. **Scholarship**
	2. **Fellowship**
	3. **Research Grants**
	4. **National Awards**
	5. **International Awards**
2. **Work Experience with Dates:**
3. **Previous Work Experience outside the University System with Dates**
4. **Neuro Genesis Nursery & Primary School, Ijaiye, Lagos-State, Nigeria.** Sep 2016-May 2017
* Worked as both class and subject teacher.
* Handled all subjects.
* Gave out notes and assignments to the pupils.
* Marked and collated test/exam scripts.

**Key Achievements –** Was able to teach the pupils to the level of their understanding.

1. **Patrac Global Services Ltd, Abeokuta, Ogun State, Nigeria.**

July 2015-May 2016

* Worked as a marketing executive for airtel network.
* Organized seminars to convince potential customers to go for the services being marketed.
* Marketed both prepaid and postpaid CUG lines to companies, schools, churches and so on.
* Rectified Customers network challenges at any point in time.

**Key Achievements –** Was able to convince several schools and local organizations within few months which enabled me to achieve and exceed target of 66 customers per month.

1. **St Peter’s Catholic Nursery & Primary School, Olomore Abeokuta, Ogun State, Nigeria.**(National Youth Service Corps) July 2013-June 2014
* Taught primary one pupils.
* Gave out assignments to the pupils.
* Marked and collated examination results of the pupils.
1. **Previous work experience in other University**

N/A

1. **Work Experience in University of Medical Sciences**
* Administrative Officer, Faculty of Nursing Science. Sep 2020-present
1. Recording,writing and documentation of minutes of every meeting held in the faculty.
2. Safe Keeping of confidential file records of staff and students of the faculty.
3. Keeping an eye on the day to day running of activities in the faculty.
4. Secretary to the induction committee and disciplinary committee of the faculty.
* Faculty Officer, Faculty of Allied Health Sciences
1. Act as the chief administrative officer of the faculty under the Dean’s direction.
2. Secretary to faculty board meetings, faculty review panel any other faculty meetings.
3. Record and prepare minutes for all meetings conducted within the faculty.
4. Draft correspondence, reports, and official documents on behalf of the Dean or faculty.
5. Prepare documentation for staff assessment, appraisal and promotions.
6. Coordinate the compilation and processing of examination results.
7. Keep accurate student and staff academic records
8. Assists the Dean in all aspects of administration.
9. Create, maintain, and securely store faculty records.
10. Organize faculty events such as induction, matriculation and convocation ceremonies.
11. **Membership of Professional Bodies:**
12. **Professional Accomplishment**
13. **Conferences, Seminars and Workshops Attended with Dates**
14. Advanced administrative skills improvement and operations for better productivity in tertiary institutions. **April 14th -18th 2025**

**Signature: ……………………… Date: …………………………**