

# CURRICULUM VITAE

## BIODATA

**Name:** Mr. Sunday Victor OLUWADARE  
**Place and Date of Birth:** Ido-Ekiti 25/05/1975  
**Current/Postal Address:** 76, Iwaya Road, Onike, Yaba, Lagos  
**Email Address:** [oluwadaresv@gmail.com](mailto:oluwadaresv@gmail.com)  
**Phone No:** 08060691447 or 08071137131  
**Marital Status:** Married  
**No & Ages of Children:** Three (18, 16 and 12)  
**Name, Relationship & Address of Next-of-Kin:** Mrs. Ayodele Oluwadare, Wife, 12,  
Honeymoon Street, Off Ondo Road, Akure,  
Ondo State

## INSTITUTIONS ATTENDED WITH DATES

- University of East London, London, United Kingdom (2014 – 2015)
- Chartered Institute of Personnel Management of Nigeria (CIPM) (2011 - 2013)
- Obafemi Awolowo University (ACE), Ile-Ife, Nigeria (1996 – 2000)
- Ekiti Parapo College, Ido-Ekiti, Ekiti State, Nigeria (1985 – 1991)

## ACADEMIC QUALIFICATIONS WITH DATES

- M.A. International Human Resource Management (Distinction) (2015, London)
- Professional Diploma in Human Resource Management (2013, Lagos)
- B.A.Ed. (Hons) English (2nd Class Upper) (2000, ACE, Ondo)
- Senior School Certificate (1993)

## PROFESSIONAL QUALIFICATIONS WITH DATES

- European Computer Driving Licence Certification (2014, London)
- Associate member, Chartered Institute of Personnel Management (CIPM) (2013, Lagos)
- Association of Nigerian University Professional Administrators (ANUPA) (2008, Lagos)

## WORK HISTORY

- **Trinity University, Yaba, Lagos State (Sept 2021 till Date)**  
**Principal Assistant Registrar/Acting Registrar**  
Coordinating the activities of the Registry  
**Salary:** 13/9 + (₦150,000 allowance per month)
- **Freelance HR Generalist, Lagos, Nigeria (April 2019 – August 2021)**
  - Business Advisory, Setting up HR department for Start-ups
  - Recruited and on-boarded the needed employees within four weeks
  - Identified Training Needs and organized training activities
  - Arranged and evaluated training and development activities
  - Designed and implemented performance appraisal etc.

➤ **Elizade University, Ilara-Mokin, Ondo State (April 2018 – April 2019)**  
**Principal Assistant Registrar, Academic Affairs & HR**

**Landmarks**

- ❖ Co-chair the Committee that developed/reviewed some policy documents - Staff Career Structure, Conditions of Service and Student Handbook

**Roles**

- Coordinating the recruitment and selection process for new staff
- Coordinating the staff performance management and disciplinary process
- Managing staff welfare and exiting benefits etc.
- Secretary, Business Committee of Senate & Senate by extension
- Secretary, School of Postgraduate Studies
- Secretary, Curriculum Review Committee
- Coordinator, University Liaison and International Centre

➤ **Redeemer's University, Ede, Osun State (2008 – 2017)**  
**Senior Assistant Registrar – Admin Officer I**

**Landmarks**

- ❖ The first professional HR expert to lead the HR Team/Unit
- ❖ Introduction of CIPM Study Centre at the University
- ❖ Initiate and implement the bespoke HR Software solution for all HR processes
- ❖ Secretary to the Committee that developed/reviewed some policy documents - Staff Career Structure and Conditions of Service
- ❖ Submitted an Employee Maximization proposal that was implemented after my exit

**Roles**

- Organizing recruitment and selection of new staff for the University
- Conducting placement, orientation and induction training for new staff members
- Scheduling staff appraisal and discipline
- Coordinating staff training and development processes
- Attending to staff welfare from on-boarding to exiting
- Salary administration and coordination of staff exiting benefits

**(Admin Officer I & Assistant Registrar, 2008 – 2011)**

- Collating data of the fresh students using Database Software Package
- Conducting registration, orientation and induction sessions for new students
- Generating students matriculation numbers using MS Excel Package
- Participating in preparation for and supervision of the University's semester examinations
- Collating students' academic reports for external bodies on request

➤ **College of Education Demonstration Sec. Sch., Ikere-Ekiti, Ekiti State (about 550 students; Age 11 -17 as at Sept 2007) Oct 2002 to Sept 2007**

**Vice-Principal/Senior Tutor**

- Undertaking student teaching and assessment in English Language and Literature
- Responsible to the Principal in the day-to-day running of the School
- Representing the Principal/staff at PTA Executive Committee and other external outings
- Designing, supervising and assessing work and progress of students

## PRESENT EMPLOYMENT STATUS, SALARY AND EMPLOYER

- **Status:** Principal Assistant Registrar/Acting Registrar (*1<sup>st</sup> April, 2022*)
- **Salary:** TUNTSS 13/9 + (₦150,000 allowance per month)
- **Trinity University, Yaba, Lagos State**

## WORKSHOP/CONFERENCES/SEMINAR ATTENDED

- ANUPA Annual General Meeting and Workshop at Obafemi Awolowo University, Ile-Ife, Osun State (November 2017)
- Registry Annual Lecture, Elizade University (2016 & 2018)
- Registry Annual and Monthly Lectures, Redeemer's University (2008 – 2017)
- ANUPA Annual General Meeting/Workshop at University of Calabar, Calabar, Cross-Rivers State (November 2012)

## EXTRA CURRICULAR ACTIVITIES

- Facilitator at the CIPM Redeemer's University Centre (2015-2017)
- President, Redeemer's University Staff Cooperative Society (2013 – 2016)
- President, English Studies Association, Adeyemi College of Education, Ondo. (1999 – 2000)
- Directing and acting drama; chatting with young adults
- Part Time Lecturing of PG students at the National Teachers Institute, Akure (Designing, supervising and assessing work and progress of students)

## REFEREES

- **Ms Wilma Garvin**, Royal Dock School of Business and Law, University of East London, Water Lane, Stratford, London, United Kingdom +44208232366 (w.garvin@uel.ac.uk)
- **Dr. Akinniyi Adeleke**, Ag. University Librarian, Redeemer's University, Ede, Osun State, Nigeria +2348038556737(adelekea@run.edu.ng)
- **Mr. James Akintayo**, Registry Department, Westland University, Iwo, Osun State, Nigeria +2348033972311(james.akintayo54@gmail.com)

## DATE OF AVAILABILITY FOR DUTY

Three (3) months from the receipt of offer.

## SIGNATURE AND DATE



29<sup>th</sup> August, 2022