

AJILA OLUWAYEMISI BEATRICE

Ability to adapt easily to changes and to employ knowledge gained in working towards the growth of an organization.

1.0: BIO DATA:

DATE OF BIRTH: 28th September, 1983
SEX: Female
PHONE NOS: 08037807841, 08022426106
EMAIL: ajilaoluwayemisi@gmail.com
MARITAL STATUS: Married
CHILDREN: 2 (A boy and A girl)
NATIONALITY: Nigerian
STATE OF ORIGIN: Ogun State
PERMANENT HOME ADDRESS: 1 Augustine Popoola Extension, Palm View Estate,
Arepo. Ogun State.

2.0: EDUCATIONAL BACKGROUND

2.1: EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

Tai-Solarin University of Education, Ijagun, Ijebu-Ode.	2010 – 2014
Tai-Solarin College of Education, Omu, Ijebu-Ode.	2006 - 2009
Premier Grammar School, Abeokuta, Ogun State	1997 - 2003
Holy Trinity School 1, Gbagura Abeokuta, Ogun State	1991 - 1996

2.2: ACADEMIC QUALIFICATIONS OBTAINED WITH DATES

Bachelor of Science in Biological Science Education (BSc. Ed)	–	2014
---	---	------

Nigeria Certificate of Education (NCE) in Biological Science and

Integrated Science	–	2009
Senior School Certificate Examinations (SSCE)	–	2003
Primary School Leaving Certificate.	–	1996

3.0: WORK EXPERIENCE

Mountain Top University. Km, 12, Lagos-Ibadan Expressway, Prayer City, Nigeria (July 10th, 2017 till date)

Designation – Assistant Registrar (Admission Office)

- Coordinating and Monitoring of yearly Admission Exercises and Processes
- Counselling Students on their choice of Course of Study in The University and the Future Prospects of Such Course
- Processing Students Admissions on the JAMB Central Admission Processing System (CAPS)
- Participating in the JAMB Policy Meeting to decide on the Admitting Cut-Off marks for Admission for every session
- Set JAMB Cut-Off marks for the University on the University Website
- Set O-level subjects Combination for every Programme
- Participating in the yearly admission Screening Exercise
- Attending to Admission inquiries from both Parents and Students
- Participating in the yearly registration for the admitted students
- Participating in the Monthly Statutory Senate Meetings
- Attending to any other assignment given by the University Registrar
- A team member of the quality assurance committee which monitors students' activities and lectures receives both on-site and online.

3.1. Mountain Top University. Km, 12, Lagos-Ibadan Expressway, Prayer City, Nigeria (July 10th, 2017 till date)

Position held: Administrative Officer I (Exams and Records officer)

Duties:

- Transcript Officer
- Keeping, Maintaining and Updating of Students' records and Files
- Collating of the final year students list and Statement of result for NYSC Exercise
- Attending to Admission enquiries from both Parents and Students
- Participating in the yearly admission Screening and Processes
- Participating in the yearly registration for the admitted students
- Participating in the Statutory Senate Meetings
- Attending to any other assignment given by the Registrar and the Head of Academic Affairs Unit.
- Quality Assurance Team to monitored students activities and lectures delivered during online lectures

COMMITTEE'S

- Serves as secretary to the Centre for Research, Innovation and Collaboration Committee
- Serve as secretary to Committee of Information, Communications Technology
- Served as secretary to Geoscience Department during accreditation

- Serves as secretary to Investigative Committee

**3.2. Independent National Electoral Commission, Lagos HQ. (INEC)
Administrative Department.**

2014 -2015

Position held: Youth Corper

- Computed monthly and quarterly departmental report
- Participated in the registration of Voters using Direct Data Capturing Machine (DDCM)
- Participated in the configuration, formatting and loading of Smart Card Reader (SCR) for election purpose
- Participated in the training of INEC Ad-hoc staff on the use of Smart Card Reader prior the General Election (EOSC)
- Served as a member of INEC Electoral Operations Support Center during the election
- Served as a Technical Support Staff in Ifako-Ijaiye Local Government Area Office of the Commission during the General Election

3.3. Tai-Solarin Nursery and Primary School, Ijebu-Ode, Ogun State.

2013

Position held: Teacher

- Taught and educated the pupils according to the guidelines provided by the school authority
- Created lesson plan
- Assigned, marked and corrected the classwork carried out by the pupils and compiled results
- Tracked the pupils' progress and presented the information to the parents
- Provided guidance and advice to the pupils on educational and social matters
- Created classroom rules and managed the pupils inside and outside the classroom
- Participated in school's assemblies and sport activities
- Registered and monitored the attendance of the pupils.

3.4. Ode-Lemo Community Grammar School, Sagamu, Ogun State.

2008

Position held: Subject Teacher (Teaching Practice)

Duties:

- Teaching and coordinating of students
- Taught the students Biological Science and Integrated Science
- Prepared lesson notes and lesson plan for teaching
- Conducted tests and examinations for the students
- Marked tests and examination scripts and compiled results
- Conducted extra-curriculum activities such as sports, debate, drama and quiz for the students
- Invigilated internal and external examinations
- Counselling and mentored the students
- Carried out any other duties as may be assigned to me by the school Vice - Principal.

4.0. TRAININGS AND SEMINARS ATTENDED

- Mountain Top University Webinar – “TECHNOLOGY ENHANCED PEDAGOGY” – 13th August, 2020.
- Ekiti State University Registry Webinar in honour of J. G. O. Adegbite @80 – “MANAGEMENT OF THE NIGERIAN UNIVERSITY SYSTEM IN THE POST COVID-19 WORLD” – 8th August, 2020.
- Redeemer’s University Registry Webinar – “IMPACT OF COVID-19 ON TERTIARY EDUCATION INSTITUTIONS ADMINISTRATION IN NIGERIA” – 28th July, 2020.

5.0. COMPUTER PROFICIENCY: -

Microsoft Office Suite:
 Word Processing (ms word)
 Spreadsheet packages (ms excel)
 Power point Presentation
 Proficient internet user

6.0. STRENGTH: -

High leadership skills and a good listener
 Creative, Goal directed and flexibility in handling changes
 Strong analytic and problem solving skills
 Good communication

REFEREES:

Available on request