

**NAME IN FULL:** **AKINSOLA Victoria Omolola**

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**PHONE:** 08038010769

**Place & Date of Birth:** Ibadan, 4th June, 1979

**State Of Origin:** Oyo State

**Local Government:** Ibadan North East

**Nationality:** Nigerian

**Permanent Home Address:** Lane 4, Plot 22, City of Glory CDA, off Kajola Rd. Powerline, Atan-Ota, Ado- Odo LG. Ogun State.

**Marital Status:** Married

**Number & Ages of Children:** Three (13, 11, 9) Years

**Educational Institutions Attended (with dates):**

University of Lagos, Akoka - Lagos 2021-2023

University of Ado-Ekiti, Ekiti State 1999- 2003

Isabatudeen Girls Grammar School, Basorun, Ibadan Oyo State 1992-1997

Community Commercial High School, Ayede, Ibadan 1998

Oluwalogbon Primary School, Ketu Lagos 1991

**Academic Qualification Obtained (with dates):**

M.Sc. Sociology 2023

BSc. Psychology (Second Class Upper Hons.) Dec.2003

West African School Certificate 1997

West African School Certificate                      1998

Primary School Leaving Certificate                      1991

**PROFESSIONAL QUALIFICATION:**

Executive Diploma - Advanced International Human Resource Management-  
August 2023

Professional Diploma in Human Resource Management-    October 2009

**PROFESSIONAL MEMBERSHIP:**

Chartered Institute of Personnel Management of Nigeria  
(Associate Member)

**STATEMENT OF EXPERIENCE, Former and Present Posts:**

NYSC: Teaching /HIV/AIDS Peer Educator

Community Secondary School, Amoffia Ngbo, Ngbo East LGA, Ebonyi State  
Sept 2004- Sept 2005

**Hebron College, Mowe Ogun State**

**Teaching/ Administrative    Oct.2005- Oct.2007**

**I performed the underlisted duties:**

- Teaching : literature in English and Christian Religion Studies
- Class Teacher SS 3A
- Organises Educational Excursions for Students
- Recruitment of Staff for the School
- Organises Staff Training Programme
- Staff Welfare
- Member of Examination/ Discipline Committee

## **Office Device Ltd. Ikeja Lagos**

**Administrative/ HR Officer**      2009

- i. Kept the record of staff and various units of the organization.
- ii. Ensured constant supply and availability of the stationeries and other materials used in the organization.
- iii. Staff welfare.
- iv. Impress holding for the running of the sub outlet of the organization.
- v. Other duties as assigned to me by my boss.

## **Mountain Top University, Prayer City, Ogun State**

**Administrative officer II**

College Officer, College of Basic and Applied Sciences    January 2016 -23<sup>rd</sup>  
Jan. 2017

- ❖ Allocation of Office rooms for staff and ensured that furniture and necessary fittings were provided
- ❖ Opened and kept record of the students both at the College and Departmental levels
- ❖ Opened Departmental files for the staff
- ❖ Ensured that the students duly registered their courses at the ICT
- ❖ Digital attendance record of students both at lectures and Examinations
- ❖ Updated the Management with the needs within the College
- ❖ Organized College Board Meetings
- ❖ Prepared Minutes of the College Board Meetings
- ❖ Counseled students on their Academics and Moral issues
- ❖ Any other duties assigned to me by my boss.

Administrative Officer/ Human Resource Officer Jan.  
2017 – April 18th 2022

- Keeping of staff files
- Issuance of necessary document to new staff for their records
- Opening of files for new staff
- Provide support services to other units of the University on staff matters
- Receives applications
- Sends out invitation to applicants for job interview
- Prepares folders for interview and dispatched to panel members
- Serves in the Appointments and Promotion Committee
- Prepares reports of interviews conducted
- Issuance of Staff Leaving Clearance form to the staff who are disengaging from the University.
- Attend to correspondences on HR matters

Administrative Officer I /Assistant Registrar Academic Planning  
Unit: April 2022-date

- Assisted the Director of Academic Planning in preparing the proposal for the Nursing programme
- Assisted the Director of Academic Planning in preparing the proposal for the Engineering programmes
- Assisted the Director of Academic Planning in preparing the review of the NUC Section A Self-Study form for accreditation and reaccreditation of programmes in the University
- Assisted the Director of Academic Planning in the production of the prospectus for the School of Postgraduate Studies.

- Assisted the Director of Academic Planning in submission of the 30% institutional top-up the CCMAS for all the programmes in the University.
- Assisted the Director of Academic Planning in organizing Capacity building programme for Academic staff on 30% institutional top-up.
- Renders administrative assistance to the Director, Academic Planning on matters relating to NUC, JAMB and other external bodies directives and correspondences to the University
- Renders Secretariat support to Mock accreditation team visits to programmes due for NUC accreditation and reaccreditation as the case may be.

## **CONFERENCES/ WORKSHOPS/COURSES ATTENDED WITH DATES**

NYSC/UNICEF PEER EDUCATION COURSE ON HIV/AIDS

Sept.2004

CIPMN Induction Programme 7<sup>th</sup>-8<sup>th</sup> Oct. 2009

Advanced Digital Appreciation Programme for Tertiary Institutions

(ADAPTI) By Digital Bridge Institute May 2016

Advanced Digital Appreciation Programme for Tertiary Institutions

(ADAPTI) By Digital Bridge Institute August 2018

MTU's Digital Skills Training & Workshop for Improved Performance 2022

## **RESEARCH WORK:**

M.Sc. Research Project- Social Support and Work-Life Balance among Working Class Women in Mountain Top University, Ogun State, Nigeria.

B.Sc. Project- Comparative Study of Moral Reasoning among Nursing and Medical Students.

## **LEADERSHIP RESPONSIBILITY:**

**NCCF Coordinator, Ngbo East Local Government**

**Ebonyi State.** February – September 2005

Labour prefect: Isabatudeen Girls Grammar School, Ibadan

1996-1997

Chief Editor, Writers Club Isabatudeen Girls Grammar School, Ibadan 1996-1997

**Coordinator: We Care Ministry**

**MFM Lagos Region 109, Abaranje, Ikotun.**

## **REFERENCES:**

**Mr. Fadele Peter**

The Proprietor, Hebron College

Mowe, Ogun State.

08066866383, 09080275155

**Pastor Titi Gbokan**

MFM Solid Rock,

Green Roof, Liberty Estate, Magboro, Ogun State.

08038545256.