

## **CURRICULUM VITAE**

**ASHA, Rachael Olayemi.**

**Mountain Top University, Kilometer 12, Lagos-Ibadan Expressway, MFM Prayer City, Ibafo, Ogun State, Nigeria.**

**Phone Number : 08068305022**

**Email: roasha@mtu.edu.ng ; favouredyemi20@gmail.com**

**An Administrative Officer with excellent verbal and written communication skills ; high-grade computer skills ; and a continuous passion for knowledge-driven improvement.**

### **A. PERSONAL DATA**

<b>SURNAME:</b>	<b>ASHA</b>
<b>MAIDEN NAME:</b>	<b>OLOWE</b>
<b>OTHER NAMES:</b>	<b>RACHAEL OLAYEMI</b>
<b>DATE OF BIRTH:</b>	<b>3rd March, 1978</b>
<b>PLACE OF BIRTH:</b>	<b>Ogbomoso, Oyo State</b>
<b>RELIGION:</b>	<b>Christianity</b>
<b>NATIONALITY:</b>	<b>Nigerian</b>
<b>STATE OF ORIGIN:</b>	<b>Oyo</b>
<b>LOCAL GOVERNMENT AREA:</b>	<b>Ogbomoso South</b>
<b>SEX:</b>	<b>Female</b>
<b>MARITAL STATUS:</b>	<b>Married</b>
<b>NAME OF SPOUSE:</b>	<b>Dr ASHA, Joseph Olusola</b>
<b>NEXT OF KIN:</b>	<b>Dr ASHA, Joseph Olusola</b>
<b>ADDRESS OF SPOUSE:</b>	<b>Mountain Top University, MFM Prayer City , Ibafo, Ogun State, Nigeria</b>
<b>PERMANENT HOME ADDRESS:</b>	<b>Beedu Compound, Ode Ajaawa, Ogbomoso</b>

PHONE NUMBER OF NEXT OF KIN: 08062088348

**B. EDUCATIONAL BACKGROUND**

**i. INSTITUTIONS ATTENDED (WITH DATES)**

University of Calabar, Calabar, Nigeria 2000 - 2004

Ifelodun Grammar School, Ilajue, Ogbomoso, Oyo State 1989-1995

Abora D.C. School, Ogbomoso, Oyo State 1983 – 1989

**ii. ACADEMIC AND PROFESSIONAL QUALIFICATIONS (WITH DATES)**

Mountain Top University Digital Skills Training for Registry Staff  
2023

Capacity Building Workshop by Institute of National Transformation at  
Mountain Top University 2021

Diploma in Computer Appreciation/Awareness 2011

Teachers' Registration Council of Nigeria Certification 2010

Certificate of National Service 2006

B.Sc. (Education) Agricultural Science 2004

Secondary School Leaving Certificate 1995

First School Leaving Certificate 1989

**C. WORK EXPERIENCE**

**i. Administrative Officer II , Registry Unit , Mountain Top University.  
August 2021 till date.**

**DUTIES:-**

- **Managing the Office Environment.**
- **Distributing and storing correspondences(emails, letters etc).**
- **Preparing and Proofreading reports, correspondences, and other documents as requested.**
- **Updating Office policies as required.**
- **Issuing of documentation papers for new employees.**
- **Maintaining and updating Staff returns viz- new employees, resignation, termination, leave of absence, study leave.**
- **Issuing approval letters for Staff annual leave, examination leave, casual leave, sick leave, maternity leave .**

- Organizing a computer profiling system for important and confidential documents.

- Other duties as assigned by the Management.

**ii Manageress, My Redeemer Liveth Ventures 2018–July 2021**

Nitel Road, Takie Area, Ogbomoso, Oyo State

**iii School Principal and Agric Officer, Premier Baptist Academy 2017 – 2018**

(Private Secondary School) Ogbomoso, Oyo State

**iv School Vice-Principal and Agric Officer, Premier Baptist Academy, Ogbomoso, Oyo State 2015 – 2017**

**v. Teacher and Agric Officer, Premier Baptist Academy 2007- 2015**

**vi. Part-Time Lecturer ( Agricultural Science)**

**2007 - 2013**

Emmanuel Alayande College of Education, Oyo (Ogbomoso Grammar School Study Centre, Ogbomoso, Oyo State)

**vii. Examiner III – National Examinations Council of Nigeria (NECO) 2007 - July 2021**

**viii. Examiner III – West African Examinations Council(WAEC) 2007 - July 2021**

**ix. National Youth Service Corps (NYSC). 2005-2006**

St. Angela Girls Grammar School, Jattu, Edo State.

Status: Teacher (Agricultural Science)

#### **D. CORE SKILLS AND COMPETENCIES**

- Excellent verbal and written communication skills.

- Attention to detail.

- Sound practical knowledge and usability of Office Management Software like Micro Soft Office ( MS Excel and MS Word, specifically).
- Good knowledge of office procedures
- Strong organization skills with a problem-solving attitude.
- Strong knowledge and usability of the internet.
- An Excellent Team Player.
- Strong adherence to work-place Ethical Standards.

**E. EXTRA CURRICULAR ACTIVITIES**

Teaching, Counseling, Travelling, Meeting People and Making Friends, Outreach to the Needy and Less-Privileged, Grooming Children and Teenagers, Hospital and Healing outreaches.

**F. REFEREES**

- **Dr ( Mrs) Nelly Acha NDUKWE**  
**Lecturer, Department of Chemical Sciences,**  
**Mountain Top University, Ibafo, Ogun State.**  
**08023060050**
- **Dr Joshua Odutola OMOKEHINDE**  
**Lecturer, Department of Accounting and Finance,**  
**Mountain Top University, Ibafo, Ogun State.**  
**08053219997**
- **Mr Emmanuel AKINTOLA**  
**Senior Banking Officer, GTBank PLC,**  
**Victoria Island, Lagos. 08033662160**