

# CURRICULUM VITAE

## BAKARE, IBIRONKE VERONICA

2, Tony Okoro Street, Arigbawonwo, Mowe, Ogun State.

E-mail: [ronkesec@gmail.com](mailto:ronkesec@gmail.com) Tel.: 09054166021, 08032869848, 07062180045

**OBJECTIVE:** *To be a vital human resources in any organization I work and contribute to her growth and development.*

### PERSON DATA

**Name:** Bakare, Ibrionke Veronica  
**Maiden Name:** Oniyayi  
**Marital Status:** Married  
**Date of Birth:** 16th April, 1973  
**Contact Address:** 2, Tony Okoro Street, Arigbawonwo, Mowe, Ogun State.  
**Place of Birth:** Ita-Ogbolu via Akure  
**State of Origin:** Ondo State  
**Local Govt. Area:** Akure North  
**Phone:** 09054166021, 07062180045  
**Nationality:** Nigerian  
**Present place of Employment:** Mountain Top University,  
Beside MFM Prayer City, Ogun State.  
**Date of Present Employment:** August, 2015

### INSTITUTION ATTENDED WITH DATE

- Lagos State University - 2017- 2019
- University of Lagos - 2008-2014
- Lagos State Polytechnic - 2002-2005
- University of Lagos - 1996-1998
- Muslim College Oworonshoki (on transfer) - 1988-1992
- Alamo Grammar School, Ita-Ogbolu - 1983- 1987
- St. Anthony Primary School, Ita-Ogbolu - 1978-1983

### ACADEMIC QUALIFICATION WITH DATE

- Master of Business Administration - 2019
- B.sc, Business Administration - 2014
- National Diploma (ND) Accountancy - 2005
- Certificate in Information Processing and  
Computer Technology - 1997
- Diploma in Computing (Programming) - 1996
- WAEC - 2001
- NECO - 2006
- Primary School Leaving Testimony - 1983

### **TRAINING WORKSHOP/SEMINARS ATTENDED WITH DATE**

<b>S/NO</b>	<b>TRAINING/WORKSHOP</b>	<b>ORGANISED BY</b>	<b>DATE</b>
1.	MTU Digital Skills Training & Workshop for Improved Performance	Mountain Top University	2023
2.	Capacity Building Retreat for Facility and Staff	Institute for National Transformation	2019
3.	2019 Workshop Training for Junior Administrative Officer	Association of Nigerian University Professional Administrators (ANUPA)	2019
4.	Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI)	Digital Bridge Institute	2016
5.	Cooperative Integration for Efficient Service Delivery: A panacea to Promote Business Diversification	Ogun State Ministry of Community Development and Cooperatives	2017
.	Advance Computer Application W/shop for Secretaries and Personal Assistants	Centre for Management Development (CMD)	2003

### **IT SKILLS**

- Window Base Application Packages: Ms Word, Ms. Power Point, Ms Excel
- Graphic Packages: Coreldraw, Adobe Pagemaker, Adobe Photoshop
- Chat GPT Open ai for text writing

### **WORK EXPERIENCE**

Over 10 years working experience

1. **MOUNTAIN TOP UNIVERSITY** - 2015 till date

Km. 12, Lagos/Ibadan Expressway,  
Beside MFM Prayer City Ogun State.

**Position:** Assistant Registrar (AR)  
Office of the Vice-Chancellor

#### **Duties:**

- Providing administrative support to the Vice-Chancellor
- Attending to staff/visitors enquiries
- Taking custody of records in the Vice-Chancellor's office.
- Taking charge of the processing of the Vice-Chancellor's official mails.
- Drafting memos and official correspondences
- Updating and processing of information for the attention of the Vice-Chancellor
- Attending to issues concerning office of the Vice-Chancellor
- Head of Registry staff in the office of the Vice-Chancellor
- Custodian of relevant document, circulars, reports issued from time to time by the units under the office of the Vice-Chancellor.
- Ensuring that office equipment and facilities are kept in good condition.

- Keeping records of appointments.
- Keeping unit imprest
- Assisting in receiving Vice-Chancellor's visitors.
- Providing secretariat support.
- Attending to correspondence as directed by the Vice-Chancellor
- Carrying out any other duties as assigned by the Vice-Chancellor from time to time.

2. **TAISHALOM TCI INSTITUTE** - 2012-2015  
 12, Oweh Street, off WAEC office, Jibowu, Yaba, Lagos.  
**Position:** Administrative Officer/Facilitator
3. **MOUNTAIN OF FIRE AND MIRACLES MINISTRIES** - 2000-2011  
 International Headquarters  
 13, Olasimbo Street, off Olumo Road, Onike, Yaba, Lagos.  
**Position:** Administrative officer/Computer Operator

#### **EXTRA CURRICULUM**

- a. Vice-President: Mountain Top University Staff Cooperative Society
- b. Chapel worker
- c. Passionate farmer: (Poultry, Catfish and snail rearing), Vegetable farming
- c. Backyard farming (vegetables and yam)

**PERSONAL ATTRIBUTE:** Honesty, Loyalty, Hardworking and Love for Music & Learning.

#### **REFERENCE**

1. Pastor Tayo Adedini  
 Senior Regional Overseer (Mega Region)  
 Mountain of Fire and Miracles Ministries
2. Dr (Mrs) Adigun. K. A  
 Department of Mathematical & Physical Sciences  
 Afe Babalola University,  
 Ado-Ekiti.