

ABIMBOLA 'TOYIN, JODA (MRS.)

20, ALFATEDO STREET, NTABO ROAD, OLORUNDA ESTATE,
OFF SANGO-IJOKO OTA ROAD, OTA, OGUN STATE

E-mail: joda_abimbola@yahoo.com, atjoda@mtu.edu.ng

Phone No. 08053257600, 08083026731, 08149211076

Willingness to learn and quick to understand, self-motivated, result oriented, hardworking and ability to utilize time and resources effectively.

PERSONAL ATTRIBUTES

- Open to positive suggestions/ideas.
- A Resilient Person and a Good Team Player. Works with little supervision.
- Honesty and Integrity as a way of life.
- Determination towards excellence in all ramifications.
- Excellent organizational, planning, interpersonal, communication skills.

Date of Birth: 1st July, 1974
Marital Status: Married
State of Origin: Ogun
Nationality: Nigerian
Religion: Christianity

EDUCATION

Mountain Top University (BSc in view)	2022 -
National Institution of Information Technology (NIIT)	2004
Osun State Polytechnic, Iree, Osun State (HND)	2001 – 2003
Osun State Polytechnic, Iree, Osun State (ND)	1997 – 2000
Citadel Computer College, Ibadan, Oyo State	1996
Institute of Stenographer of Nigeria (ISN)	1996
Prospect School of Secretarial & Computer Std.	1994 - 1996
Renascent High School, Ibadan	1994

WORK EXPERIENCE

2019 till date: Mountain Top University, Ogun – Senior Confidential Secretary - College of Humanities, Management and Social Sciences (CHMS)

- Typing of documents
- Drafting official letters/memos
- Ensuring that all correspondences are properly documented
- Retrieving and filing of all documents
- Receiving and dispatching all incoming and outgoing mails/correspondences
- Organizing items for Examination
- Organizing and preparing entertainment for examination supervisors
- Collating the examination document for the lecturers
- Photocopying of the examination questions during the examination period
- Keeping petty cash book for the College (imprest)
- Procurement of office items/stationeries
- Organizing for College Board Meetings
- Taking and typing of the minutes and reports of the college
- Taking decisions on behalf of my boss
- Schedule appointment on behalf of my boss

- Keeping my Boss's itineraries.
- Performing all other secretarial and administrative duties assigned to me by my boss.

**2018: Mountain Top University, Ogun – Senior Confidential Secretary
- Student Affairs Office**

- Typing of documents
- Drafting official letters/memos.
- Filling of documents accordingly
- Dealing with incoming and outgoing mails.
- Collating Students' exeats for signing
- Performs other administrative functions required in the office of the VC
- Procurement of office items/stationeries.

2017 – 2018: Mountain Top University, Ogun – Senior Confidential Secretary - SIWES and CEDGS Offices

- Typing of documents
- Drafting official letters/memos
- Ensuring that all correspondences are properly documented
- Retrieving and filing of all documents accordingly
- Receiving and dispatching all incoming and outgoing mails/correspondences
- Keeping petty cash book for the centres (imprest)
- Procurement of office items/stationeries
- Contributing, Supporting and collation of facilitators' interviews
- In Charge of records relating to facilitators and various vocations
- In charge of records relating to students course contents
- Supporting in feeding and checking the fish pond
- Supporting in managing the popcorn business
- Counting, retiring and remitting of bulk money
- Attending meetings on behalf of my boss
- Taking and typing of the minutes
- Taking decisions on behalf of my boss
- Performing all other secretarial and administrative duties required in the office.

**2010 – 2016: Caleb University, Lagos – Senior Confidential Secretary,
- Office of the Vice-Chancellor**

- Drafting official letters/memos.
- Dealing with incoming and outgoing mails.
- Receiving, screening and directing telephone calls.
- Retrieving and filing of all documents
- Ensuring that all correspondences are properly documented.
- Keeping the Vice-Chancellor's itineraries.
- Performs other administrative functions required in the office of the Vice-Chancellor.
- Procurement of office items/stationeries.
- Schedule appointment
- Keeping petty cash book for the office (imprest)

2008-2010: Caleb University, Lagos, - Confidential Secretary, College of Social and Management Sciences (COSOMAS)

- Drafting official letters/memos.
- Receiving mails.
- Filling of document accordingly
- Receiving, screening and directing telephone calls.
- Ensuring that all correspondences are properly documented.

- Keeping the Dean itineraries.
- Performs other administrative functions required in the office of the Dean
- Procurement of office items/stationeries.
- Students' Registration
- Supporting in Collating, Inputting and computation of Student Results

2005 - 2007: NOEENG Limited, Yaba, Lagos, - Confidential Secretary to the Managing Director

- Drafting official letters/memos.
- Receiving mails and responding accordingly.
- Filing of the document accordingly.
- Receiving, screening and directing telephone calls.
- Answer questions/relay messages to the appropriate Head/Officer.
- Schedule appointments.
- Keeping the MD's itineraries.
- Procurement of office items/stationeries.
- Ensuring that all correspondents are properly documented.
- Attending meetings on behalf of Managing Director
- Taking decisions on behalf of Managing Director

2003-2004: Cottage Hospital, Adamawa State – Secretary to the Administrator and Doctor in-charge (NYSC)

- Drafting official letters/memos.
- Receiving mails and responding accordingly.
- Receiving, screening and directing telephone calls.
- Answer questions/relay messages to the appropriate units.
- Schedule appointments for the patients
- Ensuring that all correspondents are properly documented.
- Ensuring proper recording of Patients' Register.
- Typing of Patients' report

2000-2001: Universal Trust Bank – Cashier and Secretary to the Manager (IT)

- Counting and retiring of bulk money.
- Drafting official letters/memos.
- Receiving mails and responding accordingly.
- Receiving, screening and directing telephone calls.
- Ensuring that all correspondences are properly documented.
- Receiving and paying of cash to the customer.

TRAININGS AND WORKSHOPS

- Institute for National Transformation: Capacity Building (Module I) - 2019
- Advance Digital Appreciation Programme: SPSS (Module II), (ADAPTI) – 2018
- Enhance Leadership and Administrative Programme (ELAT)
- Essential Skills for New Managers: Effective Delegation and Supervision – 2023
- University Culture and Academic Ceremonies - 2022
- Guidelines for Minutes Taking and Report Writing - 2022
- Critical Competences and Values for Effective University Administration - 2018
- Essential Knowledge and Ability required for Professional Administrators – 2018
- Pioneering a University Registry in the 21st Century - 2018
- Advance Digital Appreciation Programme for Tertiary Institutions (Module I) (ADAPTI) – 2017
- School of Brokenness, Holiness and Wisdom - 2017
- Training for Senior Administrative Staff on Communication, Administrative Processes, Role and Function of the University Registry, Basic Records Management.
- Roles of Human Resources in the University Administration
- Evolution of the University Registry

- The Roles of Council Affairs and General Administration Unit in University Administration.
- MTU Digital Skills Training and Workshop for Improved Performance
- Relationship Management
- Decision Making and Due process in the Nigerian University system.
- Emotional Intelligence
- Careering Upward and Loyalty to Mountain Top University.

- In-house Training:
 - Leave Processes and Procedures - 2021
 - Senate Affairs - 2021
 - Paper Processing for Statutory Meetings – 2021
 - College Structures and Administration -2021
 - Admission Process – 2021
 - Basic Filing System in an Organization -2021
 - Efficient Record Keeping and Mail Handling - 2022
 - Duties of an Employer and an Employee in an Employment Contract- 2022
 - Overview of Guidance and Counselling Services – 2022
 - Recruitment and Selection Processes in Human Resources Division – 2022
 - Time Management and Administrator – 2022
 - Guidelines for Minutes Taking and Report Writing with focus on Committee System in University – 2022
 - NYSC Mobilization Process – 2022
 - Interview Processes - 2023
 - Categories of Appointment in a University – 2023
 - Internal Memorandum – 2023
 - Basic Knowledge in Mountain Top University Library operation – 2023
 - Understanding Genetic University Structure – 2023
 - Communication skills

EXTRA CURRICULAR ACTIVITIES

- Meeting people, Reading, and Listening to Christian music

OTHER ACTIVITIES

- MTU, Hall Mistress
- Secretary, University Ventures' Committee
- Secretary, Ministers' Wives Association (CAC, Ifako Zone)
- Member, Security Committee
- MTU, Hall Wardens

SOCIAL CLUB & MEMBERSHIP

- National Association of Professional Secretarial Staff of Nigeria (NAPSON)
- Efficient Secretary Club (ESC)
- Nigerian Christian Corpers' Fellowship (NCCF)

AWARD

- Commendation: National Youth Service Corps (NYSC), Adamawa State

REFREES:

Pastor Jacob FOLORUNSO (District Superintendent)

Christ Apostolic Church
Mercy Land
1-3, Church Road
Oshodi, Lagos
08032584648

Pastor Moses ADEJOLA (Curate)

Christ Apostolic Church
Oke-Isegun, Abewenla
1/3 Ileri-Oluwa Crescent
Off College Road, Ifako-Ijaiye
Lagos State
08059777610

Dr. 'Biodun FATADE (CEO)

Crestview Radiology Limited
302A Jide Oki Street
Off Ligali Ayorinde
Victoria-Island Extension
Lagos
08033040083, 08055040083