

Curriculum Vitae

OGUNKANMI, Olawole Michael

Personal Information

Name: **OGUNKANMI, Olawole Michael**

Place and Date of Birth: Esa-Oke, 16th October, 1967

State and Local Govt. of Origin: Osun State, Obokun Local Government

Nationality: Nigerian

Marital Status: Married

Number and Ages of Children: Four (4) – 20+ years; 18+ years; 15+years; 12+years

Permanent Home Address: 23, Anuoluwapo Street, Sefu-Elelede, Ibafo, Ogun State

Current Postal Address: Registry, Mountain Top University, Km 12, Lagos-Ibadan Expressway, Prayer City, Ogun State.

Functional Phone Number: 0806-276-4777

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Mountain Top University, Km 12, Lagos-Ibadan Expressway, Prayer City, Ogun State

Educational Institutions Attended (with dates)

- a) Caleb University, Imota, Lagos (2016 – 2018)
- b) Yaba College of Technology (1994 – 1997)
- c) Alliance Francaise, Yaba (1993/1994)
- d) The Polytechnic, Ibadan (1990 – 1992)
- e) Esa-Oke Grammar School, Esa-Oke (1980 - 1985)
- f) United Missionary Primary School, Esa-Oke (1974 -1980)

Qualifications (with dates)

- (a) Academic
 - B.Sc. (Business Administration – Second Class Upper Division)
 - HND in Secretarial Studies - Lower Credit
 - ND in Secretarial Administration - Distinction
 - Certificate in French

(b) Others

Associate Member, Nigerian Institute of Management - 2006

Trainings Attended

- ✓ Excel for Beginners elf petroleum nigeria limited
- ✓ Advanced Mgt skill for Secretaries Standard Trust Bank Ltd
- ✓ Harvard/Vivaldi Training Standard Trust Bank Ltd (Oct 2 & 3, 2002 - In-house)
- ✓ NUC/Adapti Training for Higher Institutions – 2016
- ✓ NUC/Adapti Training for Higher Institutions – 2017
- ✓ Mountain Top University Registry Monthly Seminar – “Internal Memorandum” – 25th August, 2023.
- ✓ Mountain Top University Registry Monthly Seminar – “Categories of Appointments in Mountain Top University” – 28th July, 2023.
- ✓ Mountain Top University Registry Monthly Seminar – “Interview Processes: Mountain Top University as a Case Study” – 2nd June, 2023.
- ✓ Mountain Top University – “Digital Skills Training and Workshop for Improved Performance” – 19th May, 2023.
- ✓ Mountain Top University Registry Monthly Seminar – “University Cultures and Academic Ceremonies” – 28th April, 2023.
- ✓ Mountain Top University Registry Monthly Seminar – “NYSC Mobilization Process” – 25th November, 2022.
- ✓ Mountain Top University Registry Monthly Seminar – “Guidelines for Minutes Taking and Report Writing With Focus On Committee System In University” – 28th October, 2022.
- ✓ Redeemer’s University Registry Webinar – “Impact of Covid-19 on Tertiary Education Institutions Administration in Nigeria” – 28th July, 2020.
- ✓ Administrative Processes and Loyalty to Mountain Top University System – 17th October, 2023

Personal Attributes

- ✓ Good communication skills (including a fair knowledge of French Language)
- ✓ Good knowledge of MS – Office Application (Microsoft Word, Excel and PowerPoint)
- ✓ Good leadership and interpersonal skills
- ✓ Language best spoken – English, Yoruba

Work Experience

(a) **University**

1. **Chief Personal Secretary (MTUCONTISS 13, step 03)**
Registrar’s Office, Mountain Top University, Km 12, Lagos-Ibadan Expressway
Prayer City, Ogun State (November 2015 till Date)

Roles and Responsibilities

- General Administrative Support/Assistance to the Registrar
- Processing and handling of all offer letters (permanent, adjunct, contract, sabbatical, visiting)
- Coordinating and handling of all successful applicants at interview
- General Administration of the office
- Handling of incoming and outgoing correspondence
- HR Functions - Handling of staff related matters: employment, etc
- Maintains and updates information and data system as necessary including hard copy files system and electronic files.
- Drafting /Typing correspondence

- Mail handling
- Handling correspondence
- File Management
- Executing day-to-day tasks and responsibilities
- Provide administrative support to other staff

2. **Principal Confidential Secretary II**
Registrar’s Office, Elizade University, Ilara-Mokin
Ondo State - CONTISS 9/5 (4th November 2013 to 16th November 2015)

Roles and Responsibilities

- General Administration of the office
- Handling of incoming and outgoing correspondence
- HR Functions - Handling of staff related matters: employment, etc
- Maintains and updates information and data system as necessary including hard copy files system and electronic files.
- Typing correspondence
- Mail handling
- Handling correspondence
- File Management
- Executing day-to-day tasks and responsibilities
- Provide administrative support to other staff
- Secretary, Management Staff Meetings
- Inputting of staff data into the payroll software (PEFF)

3. **Secretary to the Partners– Elens Konsult – Consulting Engineers (6th July 2009 till 31st Oct. 2013)**

Roles and Responsibilities

- General Administration of the office
- Handles all incoming and outgoing correspondence
- HR Functions - Handling of staff related matters: employment, payroll and salaries administration, leave administration, etc
- Maintains and updates information and data system as necessary within the Managing Directors office including hard copy files system and electronic files.
- Typing correspondence
- Mail handling
- Handling correspondence
- File Management
- Attending to company’s mails on the internet
- Executing day-to-day tasks and responsibilities
- Provide administrative support to other staff

4. **Acting General Manager – Convenient Options Ltd (2nd June 2008 to December 2008)**

Roles and Responsibilities

- Acts as chief advisor and strategist providing needed support to the CEO and the company
- Develop and implement short, medium and long-term operational plans and strategies to achieve the vision, aims and objectives of the company

- Oversees, co-ordinates and ensure smooth day to day running of the operations and processes within the company
- Ensures and maintains appropriate systems for measuring necessary aspects of operational management and development
- Manage the company's activities to ensure maximum profits commensurate with the best interest of stakeholders, customers, employees and the public
- Communicate the visions and goals of the organization to all unit Heads and other employees within the company
- Ensure that policies and procedures meet the needs of all stakeholders.
- Liaise with and support the Board of Directors to ensure the effective management of the company and adherence to company policies and other statutory obligations
- Identifies, negotiates and manages strategic relationships with vendors and other stakeholders
- Authorise payments within budgets.
- Ensures that all the policies, procedures and controls of the company are implemented efficiently and in line with generally accepted practices
- Oversee the overall performance of the company as evidenced by: Return on Investment, Business performance against industry benchmarks, Present year's profit vs. Previous years profit
- Create an enabling environment that empowers unit heads to undertake fundamental rethinking and radical redesign of the business processes
- Build a corporate culture within the company by sharing management vision with the staff,
Market and sell product offerings
- Actively seek industry information on how to improve product offerings
- Undertake supervisions and appraisals and support the professional development of line-managed staff.
- Plan staff development within a regular review of organisational training needs in consultation with colleagues.
- Develop and maintain contacts with appropriate individuals and organisations and disseminate information to colleagues.
- Supervise the maintenance of accurate and up-to-date databases
- Take on any other duties as mutually agreed with the MD/CEO

5. **GPS Ltd**

Head – GSM Express Ltd (October 2006 till July 2008)

Roles and Responsibilities

- Develop strategies to ensure the smooth processing and settlement of all transactions
- Co-ordinate the activities of all the operational components of the organisation
- Set and manage performance standards for all the operating units within the company
- Ensure quality service at the point of contact/ execution points
- Ensure that the expected business benefits from all products materialize

GPS Ltd

Human Resources Manager (May 2006 to April 2008)

Roles & Responsibilities

- Maintain HR policies and procedures within the organisation
- Recruit staff and manage staff exits

- Manage training needs for staff
- Manage compensation and benefits including payroll processing
- Manage employee performance
- Manage Personnel Records, Travel and Accommodation and adhoc staff requests
- File Management
- Staff loan portfolio management

Global Payment Services Ltd

Admin/Human Resources Manager (June 2004 to April 2006)

Roles & Responsibilities (HR)

- As stated above

Roles and Responsibilities (Admin & Procurement)

- Procurement of fixed assets and consumables
- Ensure the maintenance of Global Payment Services structural facilities and fleet by:
 - Ensuring periodic maintenance
 - Liaising with vendors on appropriate maintenance cost
 - Monitoring maintenance work in progress
 - Perform insurance-related activities
- Organise/manage the provision and sustenance of office supplies.
- Provide office services and facilities
- Ensures adequate security for the organisation
- Respond to all inquiries and issues concerning office support services
- Provision of protocol services
- Processing and payment of utility bills - NEPA, Telephone, Water supply etc.
- Supervise and co-ordinate staff and activities relating to office cleaning, mail processing, receiving and distribution

Global Payment Services Ltd/GSM Express Ltd

Admin & Procurement /Inventory Officer (October 2003 to May 2004)

- Receiving stocks into the store
- Maintaining daily stock update
- Issuing out stocks

Roles and Responsibilities

As stated above for Admin & Procurement

Global Payment Services Ltd

Secretary to Managing Director/CEO (1st May 2003 to October 2003)

Roles and Responsibilities

- General Administration of the office
- Writing/typing correspondence
- Mail handling
- Handling correspondence, calls & visitors
- File Management

6. **Standard Trust Bank Ltd**
Secretary (Nov. 1999 to April 2003 – Office of ED-CMO, Lagos, Training & Devt, Human Capital Group & Support Services)

Roles and Responsibilities
As stated above
7. **Guaranty Trust Bank Plc**
Contract Secretary – Legal Department (March to October 1999)

Roles and Responsibilities
As stated above
8. **Professional Import Duties Administrators**
Computer Operator – Jan to March 1999

Roles and Responsibilities
Computation of import duties remittances on Microsoft excel
9. **elf petroleum nigeria limited**
Secretary (NYSC) - Contract Department (July 1997 to May 1998)
10. **Alma Trust & Investments Ltd**
Secretary – (March to October 1993)

Extra Curricula Activities

- (a) Within the University: Morning Devotion, Monthly Prayer Meeting
- (b) Outside the University: Gardening
- (c) Religious: Location Pastor

Referees

Mr. Olufemi Oyewole

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Prof. Tokunbo Ayoola

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