

# CURRICULUM VITAE

## 1.0: BIO DATA

FULL NAME: Alice Ogagaoghene ALALOR  
GENDER: Female  
DATE OF BIRTH: 29th September, 1988  
MARITAL STATUS: Married  
EMAIL: [alicevic14@gmail.com](mailto:alicevic14@gmail.com)  
TELEPHONE (S): 08064648199/07089197022  
PERMANENT HOME ADDRESS: 16, C.A.M.C Road, Magada, Ibafo, Ogun State  
NATIONALITY: Nigerian  
STATE OF ORIGIN/LGA: Akwa Ibom State, Uyo

## 2.0: EDUCATIONAL BACKGROUND

### 2.1: EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

University of Calabar, Cross River State – 2008-2012  
Shepherdhill Baptist Girls' High School (Now Baptist Girls' Academy) Obanikoro, Lagos – 2000-2006  
Ijebutedo Primary School, Palmgrove, Lagos – 1994-2000

### 2.2: ACADEMIC QUALIFICATIONS OBTAINED WITH DATES

Bachelor of Arts (B.A) in Philosophy – 2012  
Senior School Certificate Examinations (SSCE) – External – 2007  
Senior School Certificate Examinations (SSCE) – 2006  
First School Leaving Certificate (FSLC) – 2000

## 3.0: WORK EXPERIENCE

**3.1. Mountain Top University. Km, 12, Lagos-Ibadan Expressway, Prayer City, Nigeria  
(October, 2012 – Date)**

**Position held: Administrative Officer I**

**Duties:**

- Responsible to the Registrar who assigned duties including administrative and personal matters
- Providing a virile, functional and accessible records-based unit
- Processing of transcripts of examination results and other academic documents to requesting institutions as prompted by the students or employers
- Handling correspondences with and from parents on result related matters
- Verification of Ordinary Level Results
- Preparing notification of results and certificates list
- Clearance of final year students in Academic Affairs Unit
- Preparing of graduating list and NYSC mobilization list

**3.2. Mountain Top University. Km, 12, Lagos-Ibadan Expressway, Prayer City, Nigeria (October, 2019 – September, 2022)****Position held: Administrative Officer II****Duties:**

Responsible to the Registrar who assigned duties including administrative and personal matters not limited to the following:

- Secretary to the Management Board of Centre for Continuing Education.
- Secretary to the following ad-hoc committees: (a) Panel of investigation on faulty Central Processing Unit (CPU) in the Central Laboratory (b) Investigative panel on the missing side mirror covers of the Bursar's official car (c) Panel on insubordination and disrespect to office (d) Newage Team on Alternative Energy Source for the University (e) Nigerian Institute of Management -NIM (Chartered) (f) Cintana Education, Asu Process (g) Maven Williams Professional Academy and Mountain Top University
- Writing correspondences to both internal and external bodies.
- Taking active part in the University's Convocation Ceremonies.
- Responsible for discharge of certificates to graduates.
- Responsible for clearance of final year students in the Registrar's office.

**3.3. Catherine Booth Nursery and Primary School. 2, Shipeolu Street, Onipanu, Shomolu, Lagos (November, 2016 – March, 2018)****Position held: Teacher****Duties:**

- Taught and educated the pupils according to the guidelines provided by the school authority
- Created lesson plans

- Assigned, marked and corrected the classwork carried out by the pupils and compiled results
- Tracked the pupils' progress and presented the information to the parents
- Provided guidance and advice to the pupils on educational and social matters
- Created classroom rules and managed the pupils inside and outside the classroom
- Participated in school's assemblies and sport activities
- Registered and monitored the attendance of the pupils.

### **3.4. First Bank of Nigeria Plc. Kofo Abayomi Branch, Victoria Island, Lagos (August 2014 -June 2015)**

**Position held: Enrolment Officer (on contract)**

**Duties:**

- Attended to customers' request and enquires
- Attended to and resolved customers' complaints and challenges
- Assisted new customers in opening accounts and filling of necessary forms
- Followed up on customers' matters including making phone calls
- Enrolled customers on the Biometric Verification Number (BVN) Platform
- Sold, promoted and projected bank's products and services
- Inputted customers' data on the system and ensured confidentiality at all times
- Reported weekly, my activities to the Branch Manager
- Carried out any other duties as may be assigned to me by the Branch Manager.

### **3.5. Diamond Bank Plc, Alagomeji Branch, Ebute-Metta, Lagos. (February – August, 2014)**

**Position held: Direct Sales Executive (on contract)**

**Duties:**

- Sold, promoted and projected bank's products and services
- Relationship management of existing customers
- Attended to and resolved customers' complaints and challenges
- Converted potential customers to active customers while maintaining the existed ones
- Assisted new customers in opening accounts and filling of necessary forms
- Followed up on customers' matters including making phone calls and visits
- Wrote regular reports on my marketing and sales activities
- Carried out any other duties as may be assigned to me by the Branch Manager.

### **3.6. Okpanku Community Secondary School, Okpanku. Aninri L.G.A., Enugu State: For NYSC Program (November, 2012 – November, 2013)**

**Position held: Subject Teacher (Youth Corper)**

**Duties:**

- Taught the students Christian Religious Knowledge
- Prepared lesson notes and lesson plan for teaching
- Conducted tests and examinations for the students
- Marked tests and examination scripts and compiled results
- Conducted extra-curriculum activities such as sports, debate, drama and quiz for the students
- Invigilated internal and external examinations
- Counselling and mentored the students
- Carried out any other duties as may be assigned to me by the school Principal.

#### **4.0. TRAININGS AND SEMINARS ATTENDED**

- Mountain Top University Registry Monthly Seminar – “AN OVERVIEW OF SOME STREAMLINING PROCESSES (SHORTCUTS) IN ADMINISTRATION” – 28th October, 2023.
- Mountain Top University Registry Monthly Seminar – “BASIC KNOWLEDGE IN MOUNTAIN TOP UNIVERSITY LIBRARY OPERATIONS” – 29th September, 2023.
- 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.
- ICSAN LAGOS STATE CHAPTER 2022 ANNUAL CONFERENCE – 13th October, 2022.
- Mountain Top University Registry Monthly Seminar – “GUIDELINES FOR MINUTES TAKING AND REPORT WRITING WITH FOCUS ON COMMITTEE SYSTEM IN UNIVERSITY” – 28th October, 2022.
- LA PLAGE META VERSE Professional Development – “INTRODUCTION TO INTERNATIONAL HUMAN RESOURCE MANAGEMENT” – 5th September, 2022.
- Mountain Top University Webinar – “TECHNOLOGY ENHANCED PEDAGOGY” – 13th August, 2020.
- Ekiti State University Registry Webinar in honour of J. G. O. Adegbite @80 – “MANAGEMENT OF THE NIGERIAN UNIVERSITY SYSTEM IN THE POST COVID-19 WORLD” – 8th August, 2020.
- Redeemer’s University Registry Webinar – “IMPACT OF COVID-19 ON TERTIARY EDUCATION INSTITUTIONS ADMINISTRATION IN NIGERIA” – 28th July, 2020.

## **5.0. COMPUTER PROFICIENCY**

Ability to use the computer with proficiency in the use of the following application: MS-Word, MS-Excel, Power point as well as Internet Operation.

## **6.0. HOBBIES**

Attending to people

Walking

Singing

## **REFEREE:**

### **Professor Olasupo Jegede**

Department of Adult Education

Faculty of Education

University of Lagos

Lagos.

Tel: 08033337576 / 08089861016

### **Lieutenant Colonel Ayanam Friday**

Chief Secretary

The Salvation Army

Ghana Territory

11, Lane Sunkwa Road Ringway Estate

Osu-Accra, Ghana.

Tel: +233(0)302776971 / 233(0)501547027

### **Mr. Ime Joe Abakada**

Admin/HRM Department

News Agency of Nigeria (NAN)

National Theatre Compound

Iganmu, Lagos.

Tel: 08093696046 / 07036092842