

## **CURRICULUM VITAE**

**Name:** OLADOKUN, Taiwo Rachael Nee BANKOLE  
**Email Address:** troladokun@mtu.edu.ng, [trachael2016@gmail.com](mailto:trachael2016@gmail.com)  
**Place and Date of Birth:** Oyo State; 14th August, 1988  
**State/Local Govt. of Origin:** Atisbo Local Government  
**Nationality:** Nigerian  
**Permanent Home Address:** 5 Bode Fakunle Street, Harmony Villa Estate, Opic Isheri, Ogun State.  
**Telephone:** 07030641743  
**Marital Status:** Married

### **Education and Institutions Attended (with dates)**

2013 – 2015, The Polytechnic, Ibadan, Oyo State  
2012- 2013, Inter-University for French Studies, Nigeria French Village  
2010 - 2012, The Polytechnic, Ibadan, Oyo State  
2000 – 2006, Iganmu High School, Orile Iganmu Lagos.  
1999 Progress Children School, Apapa Lagos.

### **Academic Qualifications Obtained (with dates)**

2017 National Youth Service Corps Certificate (NYSC)  
2015 Higher National Diploma (Office Technology and Management)  
2013 Proficiency in French (Inter-University for French Studies, French Village, Ajara Badagry, Lagos.)  
2012 National Diploma (Office Technology and Management)  
2007 Senior School Certificate Examination (SSCE)  
1999 Primary School leaving Certificate

### **Conferences and Seminar Attended with dates**

1. Digital Skills Training and Workshop for improved Performance **2023**
2. Seminar on Administrative Processes and Loyalty **2023**
3. 3days Workshop on Overview of Open and Distance Learning for MTU **2022**
4. Advanced Digital Appreciation Programme for Tertiary Institutions: Statistical Package for Social Sciences by Digital Bridge Institute; International Centre for Information and Communications Tech. Studies **2020**
5. Second Annual International Conference of the Institute of Research and Management Science (IORMS) Mountain Top University **2019**
6. Institute of National Transformation (INT): Mountain Top University, **2019**
7. Advanced Digital Appreciation Programme for Tertiary Institutions: (ADAPTI) **2018**

8. 3das training for Administrative Officers and Secretaries on Critical Administrative skills, knowledge and competence for excellent service delivery in the 21<sup>st</sup> Century University. **2018.**

### **WORK EXPERIENCE**

**2023 till date: Mountain Top University – Senior Personal Secretary II  
Computer Science and Mathematics Department.**

#### **Duties**

- Render maximum assistance to the staff of the department by carrying out tasks assigned by staff members when necessary
- Successfully carried out the administrative responsibilities of the department.
- Manage the day to day activities of the department to ensure smooth running
- Produce reports, correspondences, presentations, briefs, meeting agendas and minutes.
- Devise and maintain the department database, retrieval and filing system
- Ensure that staff and students records are up to date
- Receive and dispatch incoming and outgoing mails.
- Assist other staff member to carry out administrative assignments

**2021-2023: Mountain Top University – Personal Secretary  
Computer Science and Mathematics Department.**

#### **Duties**

- Act as the point of contact between the Head of Department, staff, students and outsider
- Handle requests and queries appropriately
- Ensure all correspondences are properly documented.
- Manage the Head of Department diary by reminding him of important meetings, tasks and deadline
- Schedule meetings and appointments as instructed by the HOD
- Make meeting arrangements and circulate notice of meeting to members before the commencement of meetings
- Take minutes during meeting
- Source for office supplies by using the department imprest
- Carry out other official miscellaneous tasks assigned by the Head of Department

**2019-2021:**

**Mountain Top University – Confidential Secretary I  
Computer Science and Mathematics Department.**

**Duties**

- Taking and typing of minutes and report
- Retrieving and filing of all documents
- Drafting official letters and memos
- Prepare and circulate Notice of meeting to members before commencement of meetings
- Proper management of department imprest
- Ensure all correspondences are properly documented
- Ensuring that staff and students records are up to date
- Typing of documents
- Receiving and dispatching of incoming and outgoing mails
- commencement of meetings
- Carry out other official assigned tasks given by the Coordinator

**2017-2019:**

**Mountain Top University – Confidential Secretary I  
Registrar's Office (July 2017- May 2018)  
Computer Science Department (May 2018)**

**Duties**

- Prepare documents such as Good will message, reports, letters, memos and other official correspondences
- Prepare staff leave approval, Corps members' clearance letter etc.
- Filing of documents for easy accessibility
- Retrieving and filing of incoming documents
- Other official duties assigned by the Deputy Registrar/HOD

**2017 (Dec. 2016 – March 2017)) National Agency for the Control of Aids (NACA)  
Abuja**

**Assistant to the Principal Executive Officer  
Policy and Strategy Department**

- Take minutes of meeting held within the department
- Document all incoming and outgoing files and mails within and outside the department
- Typing of official correspondences e.g. letters and memos
- Request for official tools, items and stationaries from the organization store
- Attended programs on how to facilitate the development of the HIV/AIDS Strategic plan and dissemination of HIV/AIDS policies and guidelines.

**2016 (April-November) National Agency for the Control of Aids (NACA) Abuja**

**Assistant to the Principal Executive Officer  
Administrative and Support Service Department**

- Attended to the Principal Executive Officer's visitor
- Received staff files and vital documents relating to the agency
- Assisted in processing of staff leave form
- Typing of official correspondences e.g. minutes, letters and memos
- Monitor and keep record of the services, fuelling and maintenance of the agency vehicles using the vehicle manager software and Microsoft Access.

**LEADERSHIP EXPERIENCE**

2010/2011	Mountain of Fire and Miracles Campus Fellowship The Polytechnic Ibadan Evangelism and Prayer Coordinator
2011/2012	Mountain of Fire and Miracles Campus Fellowship The Polytechnic Ibadan Vice President
2014/2015	Mountain of Fire and Miracles Campus Fellowship The Polytechnic Ibadan President
2014/2015	The Joint Campus Christian Fellowship (JCCF) The Polytechnic Ibadan General Secretary

**REFERENCES**

- 1. Mrs. Ranti Bakare**  
Internal Auditor  
Africa Alliance Insurance  
08069625072
- 2. Mr. Emmanuel Chenge**  
Director, Administration and Support Service  
National Agency for the control of Aids (NACA)  
Central Area ABUJA  
08026510434
- 3. Mr. Kayode Bolaji Joseph**  
Executive Director  
Rabboni Oil  
08034669174