



ADESINA, Elizabeth Mojisola, ND, HND, B.Sc, PMNIOAIM, MWITED

PROFILE

SCHOOL: School of Communication and Information Technology

DEPARTMENT: Office Technology and Management

DESIGNATION: Instructor I

QUALIFICATION: B.Sc (Office and Information Management), HND & ND (Secretarial Studies)

SCHOOLS ATTENDED: Lead City University, Ibadan, Oyo State and The Federal Polytechnic, Ilaro, Ogun State

PHONE NUMBER: 08028130850, 08078989219

EMAIL: muibat.owolabi@federalpolyilaro.edu.ng
owolabimojisola75@gmail.com

RESEARCH INTEREST

1. Office and Information Management
2. Record and Data Base Management
3. Modern Equipment and Maintenance

TEACHING AREAS

1. People Communication Skills
2. Record Management

3. Office Management
4. Office Practice
5. Introduction to Keyboarding
6. Shorthand Writing

CONFERENCES ATTENDED

1. Kehinde O. A. & **Adesina, E. M.** (2022). Office Automation and Job Performance of Office Professionals in The Federal Polytechnics, Ilaro, Ogun State. A Paper Presented at the 8th International Conference and Award Ceremony of Women in Technical Education and Development (WITED) held on the 29th November, to 2nd December, 2022 at Yaba College of Technology, Yaba, Lagos.
2. Olugbemi, O. S. & **Adesina, E. M.** (2022). Overcoming the Barriers to Effective Deployment of ICT Equipment for Training in TVET Institutions as a Panacea to TVET Students Low Level of Proficie. A Paper Presented at The 3rd International Conference of The Federal Polytechnic, Ilaro. August, 2022.
3. Jolaade, I. A. & **Adesina, E. M.** (2022). An Appraisal of Digital Skills and Academic Staff Service Delivery during the Era of Covid-19. A Paper Presented at The 2nd National Conference of School of Communication and Information Technology, The Federal Polytechnic, Ilaro held June, 2022
4. Olugbemi, O. S. & **Adesina, E. M.** (2022). ICT: An Essential Tool for Knowledge Management towards attaining Competitive Advantage. A Paper Presented at The 2nd National Conference of School of Communication and Information Technology, The Federal Polytechnic, Ilaro held June, 2022
5. Olugbemi, O. S. & **Adesina, E. M.** (2022). Professional Ethical Standard: A Tool for Optimal Job Performance of Office Managers in an Organization. A Paper Presented at The 1st National Conference of Nation Institute of Office Administrators and Information Managers held at Lead City University on the 7th to 10th of February, 2022.
6. **Adesina, E. M.** & Orija, J. I. (2020). Benefits and Challenges of Online Learning in the Era of Covid-19, A Paper Presented at The 2nd International Conference of The Federal Polytechnic, Ilaro held on the 10th to 11th November, 2020.
7. **Adesina, E. M.** (2020). Communication: An Essential Tool for Strategic Management towards Achieving Organizational Goals. A Paper Presented at The 1st National Conference of School of Communication and Information Technology, The Federal Polytechnic, Ilaro held from 9th to 10th October, 2020.

SUMMARY OF PROFILE

Adesina, Elizabeth Mojisola holds National Diploma and Higher National Diploma in Secretarial Studies from The Federal Polytechnic, Ilaro and Bachelor of Science in Office and Information

Management from Lead City University, Ibadan. She is efficiently skilled in Office Administration and Information management and works as Instructor I in the Department of Office Technology and Management of The Federal Polytechnic, Ilaro. She is happily married and blessed with children.

CURRICULUM VITAE

A BIODATA

NAME: **ADESINA, ELIZABETH MOJISOLA**

GENDER: Female

DATE OF BIRTH: 23rd February, 1975

PLACE OF BIRTH: Ikorodu

LOCAL GOVERNMENT AREA: Ikorodu

STATE OF ORIGIN: Lagos State

NATIONALITY: Nigeria

MARITAL STATUS: Married

NUMBER OF CHILDREN: Four

RELIGION: Christianity

PERMANENT ADDRESS: 60, Ahmadiiya Street, Orita, Ilaro, Ogun State

CONTACT ADDRESS: Department of Office Technology and Management,
School of Communication and Information Technology
The Federal Polytechnic, Ilaro,
P.M. B. 50, Ilaro, Ogun State.

EMAIL ADDRESS: owolabimojisola75@gmail.com, &
muibat.owolabi@federalpolyilaro.edu.ng

TELEPHONE NUMBERS: 08028130850, 08078989219, 08078989219

NEXT OF KIN: Adesina, Joshua Adelani

RELATIONSHIP OF NEXT OF KIN: Husband

TELEPHONE NUMBERS OF NEXT OF KIN: 08028629123 & 08161685855

DATE OF FIRST APPOINTMENT: **18th November, 2019**

PRESENT POSITION: **Instructor I**

DATE OF CONFIRMATION OF APPOINTMENT: **18th November, 2021**

B EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

1. Lead City University, Ibadan

2023 - DATE

- | | |
|---|-------------|
| 2. Lead City University, Ibadan | 2020 - 2022 |
| 3. The Federal Polytechnic, Ilaro | 2001 - 2002 |
| 4. The Federal Polytechnic, Ilaro | 1998 - 1999 |
| 5. Datashield Computer College, Ikorodu | 1996 - 1997 |
| 6. Keme Balogun College, Ibese, Ikorodu | 1990 - 1995 |

C ACADEMIC QUALIFICATIONS WITH DATES

- | | |
|---|---------|
| 1. Master Of Science in Office and Information Management | In View |
| 2. B.Sc., Office and Information Management (Second Class) | 2022 |
| 3. Higher National Diploma in Secretarial Studies (Distinction) | 2002 |
| 4. National Diploma in Secretarial Studies (Upper Credit) | 1999 |
| 5. Diploma in Data Processing (Distinction) | 1997 |
| 6. Senior School Certificate (O'level) | 1995 |

D ONLINE CERTIFICATES OBTAINED (COURSERA)

1. Certificate in Entrepreneur's Guide for Beginners
2. Certificate in Understanding Research Method
3. Certificate in Excel Skill for Business Essential
4. Certificate in Writing A Professional Email
5. Certificate in Communication Strategies for Virtual Age
6. Certificate in Foundation to Everyday Leadership
7. Certificate in Designing The Organization
8. Certificate in Managing The Organization
9. Certificate in Business Strategies
10. Certificate in Corporate Strategies
11. Certificate in Introduction to Data Analysis Using Excel
12. Certificate in Communication in The 21st Century Workplace

E MEMBERSHIP OF PROFESSIONAL BODY

1. Member, Women in Technical Education and Employment (Wited, Ilaro Chapter)

2. Professional Member, National Institute of Office Administrators and Information Managers

F WORK EXPERIENCE

Career Within The Federal Polytechnic, Ilaro

Instructor I: The Federal Polytechnic, Ilaro
Period: 2019 to Date

Teaching Areas

7. People Communication Skills
8. Record Management
9. Office Management
10. Office Practice
11. Introduction to Keyboarding
12. Shorthand Writing

Research Interest

4. Office and Information Management
5. Record and Data Base Management
6. Modern Equipment and Maintenance

Career Outside the Federal Polytechnic, Ilaro

a) KING'S COLLEGE

Ilaro Road, Owode-Yewa, Ogun State

Position: Bursar

Duration: 1 Year

b) BALINGA VENTURES LIMITED

122, Muritala Muhammed Way,

Ebute-Metta, Lagos

Position: Secretary/Investment Executive

Duration: 8 Years

c) AJAOKUTA STEEL COMPANY LIMITED

Ajaokuta, Kogi State

Position: Assistant Secretary (NYSC)

Duration: 1 Year

d) BEACHGROVE SECURITIES & INVESTMENT LIMITED

70b, Apapa Road, Ebute-Metta (West), Lagos

Position: Secretary

Duration: 1½ Years

G ADMINISTRATIVE EXPERIENCE WITHIN THE POLYTECHNIC

1. Departmental Secretary,
Department of Office Technology and Management 2021 – Date
2. Dress Code Officer
Department of Office Technology and Management 2021 – Date

H MEMBERSHIP OF COMMITTEES

WITHIN THE POLYTECHNIC

1. Secretary,
Committee on The Accreditation of Bilingual Programme in The Curriculum of
Office Technology and Management 2021 – Date
2. Secretary,
Committee on The Inclusion of Shorthand and Keyboarding in The Curriculum of Mass
Communication Department 2020

OUTSIDE THE POLYTECHNIC

1. Member, Publicity and Programing Sub-Committee of National Institute of Office
Administrators and Information Managers 2020 – Date
2. Member, Planning Committee of The Truth Living Evangelical Church of Christ National
Good Women 2015 – Date
3. Member, Ogun State Good Women Executive of The Truth Living Evangelical Church of
Christ 2014 – Date

I TRAINING AND WORKSHOPS ATTENDED WITH DATES

1. Workshop on Construction of Good Multiple Choice Question Items organized by The
Management of The Federal Polytechnic, Ilaro on the 14th December, 2022 at Raheem Oloyo
International Conference Hall.
2. A Training on Greening the Camps and Turnitin organized by The School of Communication
and Information Technology, The Federal Polytechnic, Ilaro held on the 16th June, 2021 at
ICT Center.

3. Advanced Digital Appreciation Programme for Tertiary Institutions organized by Digital Bridge Institute from 30th November to 4th December, 2020 at the ICT Center of The Federal Polytechnic, Ilaro.
4. Training on the Use of Robotel Language Laboratory organized by The School of Communication and Information Technology, The Federal Polytechnic, Ilaro held on the 6th to 7th August, 2020 at the OTM Language Laboratory.
5. Workshop on Teaching Methodology organized by the Management of The Federal Polytechnic, Ilaro held on the 12th February, 2020

J ACADEMIC PUBLICATION

CONFERENCE PAPERS PRESENTED WITH DATE

8. KEHINDE O. A. & **ADESINA, E. M.** (2022). Office Automation and Job Performance of Office Professionals in The Federal Polytechnics, Ilaro, Ogun State. A Paper Presented at the 8th International Conference and Award Ceremony of Women in Technical Education and Development (WITED) held on the 29th November, to 2nd December, 2022 at Yaba College of Technology, Yaba, Lagos.
9. Olugbemi, O. S. & **Adesina, E. M.** (2022). Overcoming the Barriers to Effective Deployment of ICT Equipment for Training in TVET Institutions as a Panacea to TVET Students Low Level of Proficie. A Paper Presented at The 3rd International Conference of The Federal Polytechnic, Ilaro. August, 2022.
10. Jolaade, I. A. & **Adesina, E. M.** (2022). An Appraisal of Digital Skills and Academic Staff Service Delivery during the Era of Covid-19. A Paper Presented at The 2nd National Conference of School of Communication and Information Technology, The Federal Polytechnic, Ilaro held June, 2022
11. Olugbemi, O. S. & **Adesina, E. M.** (2022). ICT: An Essential Tool for Knowledge Management towards attaining Competitive Advantage. A Paper Presented at The 2nd National Conference of School of Communication and Information Technology, The Federal Polytechnic, Ilaro held June, 2022
12. Olugbemi, O. S. & **Adesina, E. M.** (2022). Professional Ethical Standard: A Tool for Optimal Job Performance of Office Managers in an Organization. A Paper Presented at The 1st National Conference of Nation Institute of Office Administrators and Information Managers held at Lead City University on the 7th to 10th of February, 2022.
13. **Adesina, E. M.** & Orija, J. I. (2020). Benefits and Challenges of Online Learning in the Era of Covid-19, A Paper Presented at The 2nd International Conference of The Federal Polytechnic, Ilaro held on the 10th to 11th November, 2020.
14. **Adesina, E. M.** (2020). Communication: An Essential Tool for Strategic Management

towards Achieving Organizational Goals. A Paper Presented at The 1st National Conference of School of Communication and Information Technology, The Federal Polytechnic, Ilaro held from 9th to 10th October, 2020.

UNPUBLISHED PROJECTS

1. Adesina, E. M. et al (2022). ICT Usage and Operational Performance of Office Managers at The Federal Radio Corporation of Nigeria, Ibadan and Its Sub-Station. A Project Submitted to The Department of Office and Information Management, Faculty Of Communication and Information Sciences (FCIS), Lead City Universities, Ibadan in Partial Fulfillment of the Requirements for the Award of Bachelor of Science (B.Sc.) Degree in Office and Information Management.
2. **Owolabi, M. M.** (2002). A Study on the Impact of Information Technology on Secretarial Practice - A Case Study of The Federal Polytechnic, Ilaro. A Project submitted to The Department of Secretarial Studies in The School of Management Studies, The Federal Polytechnic, Ilaro in Partial Fulfilment of the Requirements for the Award of Higher National Diploma in Secretarial Studies.
3. **Owolabi, M. M.** et al (1999). The Prospect and Problems of Secretarial Studies Profession in Nigeria. A Project submitted to The Department of Secretarial Studies in The School of Management Studies, The Federal Polytechnic, Ilaro in Partial Fulfilment of the Requirements for the Award of National Diploma in Secretarial Studies.

K SCHOLARSHIP

Federal Government of Nigeria Scholarship Award

2001

L SERVICES TO GOD AND HUMANITY

1. Coordinator,
Children Department, The Truth Living Evangelical Church of Christ, Owode-Yewa, Ogun State.
2. Good Women Leader,
The Truth Living Evangelical Church of Christ, Owode-Yewa, Ogun State.

M EXTRA-CURRICULA ACTIVITIES

Reading, Cooking, Farming and Surfing for Knowledge

N REFEREES

1. **Mr. Oloyode S. Olugbemi,**
Department of Office Technology and Management,

The Federal Polytechnic,
Ilaro, Ogun State,
Tel: 08060297818.

2. Mr. Kehinde A. Ezekiel,
Nestle Food (Nig.) Plc,
Agbara Industrial Estate,
Agbara, Ogun State,
Tel: 08025322473, 08132498238.

3. Mr. Sikiru A. Balogun,
Balinga Venture Limited,
122, Muritala Muhammed Way,
Ebute-Metta, Lagos,
Tel: 08023445056, 07036319352.