

CURRICULUM VITAE

ADEBAYO, FATAI ADENIYI

Office Technology and Management Department
The Federal Polytechnic,
P. M. B. 50, Ilaro
Email: echodynastyone@gmail.com
08136392352 and 08052982355

1. BIO DATA

- | | | |
|----|----------------------------|------------------------------|
| a. | Date and Place of Birth: | 8th September, 1968, Ayetoro |
| b. | Gender: | Male |
| c. | Marital Status: | Married |
| d. | Number and Age of Children | Three (3) 14, 11 and 8 |
| e. | Religion | Islam |
| f. | State of Origin: | Ogun |
| g. | Local Government: | Yewa North Local Government |
| h. | Nationality: | Nigerian |
| i. | Present Status/Position | Chief Instructor |

2. INSTITUTIONS ATTENDED WITH DATE

United Africa Mission Church Primary School, (Eleja) Ilaro	1978
Baptist High School, Ilaro	
1983	
Orona High School, Ilaro	1987
The Federal Polytechnic, Ilaro	1991
The Federal Polytechnic, Ilaro	1994
University of Ibadan, Ibadan	2004

3. ACADEMIC QUALIFICATIONS WITH DATE

Primary School leaving Certificate	1978
West African Examination Council	1983
West African Examination Council	1987
General Certificate Examination Council	1987
National Diploma (Secretarial Studies)	1991
Higher National Diploma (Secretarial Studies)	1994
Masters, Personnel Psychology	2004

4. MEMBERSHIP OF LEARNED SOCIETIES AND PROFESSIONAL BODIES

Member, Association of Business Educators of Nigeria

Member, National Association of Professional Secretarial Staff of Nigeria

5. WORKING EXPERIENCE

Bursary Department, Federal Polytechnic, Ilaro

- Clerical Assistant 1983 – 1986

Bursary Department, Federal Polytechnic, Ilaro

- Clerical Officer 1986 – 1989

Registry Department, Federal Polytechnic, Ilaro

- Secretarial Assistant I 1991 – 1992

Secretarial Studies Department, Federal Polytechnic, Ilaro

- Higher Instructor 1994 – 2000

Secretarial Studies Department, Federal Polytechnic, Ilaro

- Senior Instructor 2000 – 2005

Secretarial Studies Department, Federal Polytechnic, Ilaro

- Principal Instructor II 2005 – 2008

Secretarial Studies Department, Federal Polytechnic, Ilaro

- Principal Instructor I 2008 – 2011

Office Technology & Management Department, Federal Polytechnic, Ilaro

- Assistant Chief Instructor 2011 - 2014

Office Technology & Management Department, Federal Polytechnic, Ilaro

- Chief Instructor 2014 to date

COURSES TAUGHT

Shorthand, Keyboarding and Advanced Transcription

MEMBERSHIP OF COMMITTEES

- Head, Production Crew, Polytechnic Examination Committee 1997 – 2012
- Secretary, Admission Racketing Committee 1998
- Member, Federal Polytechnic Staff Nursery & Primary School Management Board 2015
- Member, Allegation of Compromise of Academic Standard Committee 2018
- Member, Fund raising Committee for 40th Founder's Day Anniversary and Convocation Ceremony Committee 2018
- Member, SCIT National Conference Sub-Committee 2019

6. SERVICES OUTSIDE THE FEDERAL POLYTECHNIC, ILARO

- General Secretary, Ahmadiyya Muslim Jama'at, Orita, Ilaro 2004 till Date
- Treasurer, Ahmadiyya Muslim Jamaat, Pahayi, Ilaro 2017 till Date
- General Secretary, Land Lord Association, Ikosi Area, Ilaro 2000 till Date
- General Secretary, FPI Muslim Community 2005 till Date
- Vice President, Ahmadiyya Muslim Jama'at Ilaro Circuit 2019

7. SCHOLARSHIP/FELLOWSHIP AND AWARDS

- Man O' War Nigeria FPI Command, Merit Award 2010
- National Association of Ogun State Students, Award of Honour 2014
- National Association of Office Technology and Management Students Award of Honour 2016
- National Association of Communication and Information Technology Students, Merit Award as the Most Resourceful Lecturer 2018
- Qodiriyat Muslim Students Association of Nigeria Merit Award 2018
- National Association of Communication and Information Technology Students, Honourary Award 2019
- Estimable Corporate Klob Award of Honour 2019
- Ahmadi Muslim Student's Association (AMSA) Distinguished Personality Award 2019

8. ACADEMIC PUBLICATION

JOURNAL PUBLICATION

- The Attitude of Secretarial Students in Polytechnics towards Secondary Commercial Education as a foundation for Effective Secretarial Training. **F. Ade. Adebayo and C. B. Iro-Idoro Dr. (Mrs.)** Journal of Business Educator, Vol. 3, No 1
- * Importance of Interpersonal Relationship between the Secretary and the Boss in an Organization. **F. Ade. Adebayo and C. B. Iro-Idoro Dr. (Mrs.)** Journal of Office Management, Vol 2, No 1

BOOKS

- Shorthand Manual for HND Students 2008
- Shorthand Manual for ND Students 2008

* Shorthand Skill Acquisition Manual for National Diploma	2017
* Shorthand Skill Acquisition Manual for Higher National Diploma	2017
* Shorthand Speed Writing Manual for National Diploma	2017
* Shorthand Speed Writing Manual for Higher National Diploma	2017

CONFERENCE PAPERS

- International Conference on Change Management, Innovation and Sustainable Development organized by Faculty of Management Sciences University of Lagos between 8th – 10th May, 2019
- National Conference On Science and Technology and Communication, organized by the Schools of Pure and Applied Sciences and Communication and Information Technology, the Federal Polytechnic, Ilaro, Ogun State, between 4th – 7th December, 2017.
- 3rd National Conference of National Association of Business Educator of Nigeria, held in Ago Iwoye Ogun State between 21st – 22nd September, 2016.
- 2nd National Conference of the School of Applied Science held at ASUP Building of the Polytechnic, Ilaro, Ogun State, between 6th – 9th May, 2013. (Paper presented (a) “Achieving the National Transformation Agenda through Good Curriculum delivery in Tertiary Institutions and (b) Achieving the National Transformation Agenda through provision of Information Communication Technology (ICT) Environments in Nigerian Education System.
- A day Seminar organized by STEV – MICH on the Strategies for Effective Management of Cooperative Societies in Nigeria. January, 2012
- A one day Seminar on Socio – Economic Issues on Policies of Co-operative Societies and the Route towards Exceptional Financial Possibilities, Ilaro. 5th January, 2012
- 23rd Annual
- A day seminar organized by Ogun State Ministry of Community Development and Co-operatives on “Employment and Wealth Creation through Co-operative Societies and Unions in Ogun State. February, 2011
- 23rd Annual and 2nd International Conference, Lagos 2011 of the Association of Business Educators of Nigeria (ABEN) held at University of Lagos, Akoka, Lagos. 11th – 15th October, 2011. (Paper presented “Making Nigeria Educational Curricula More Relevant in the 21st century”.
- Two days training workshop on Cooperative Society as a Capacity Building, Sustainability and Managing Resources for profitability. University of Ibadan. November, 2011
- Workshop on skill Acquisition for self Reliance for Co-operative members. Ibadan. December 2011
- A day seminar on the way out of Economic Meltdown organized by Ogun State Co-operative Federation Limited. October, 2009

- Five days workshop, Train-the-Trainer Initiative on Information and Communication Technology, Advanced Digital Appreciation Programme for Tertiary Institution (ADAPTI), NCC, Ibadan. March, 2008
- Seminar on Reforms in Polytechnic Education, Implications for National Development, ASUP Ilaro Chapter. September, 2007
- Conference on the Implication of Conversion of Polytechnic into the University Campuses on Nigerian Educational System, September. 2007
- ASUP Seminar on Technology for Sustainable Development, ASUP Ilaro Chapter, September, 2006
- Workshop on Tools for Effective and Efficient performance of Academic and Non-Academic staff of Federal Polytechnic, Ilaro. September, 2002

UNPUBLISHED PROJECT

- Importance of Secretary in the Computerized World (Term Paper), 1991
- Critical Analysis of Secretarial Programme in Relation to Employer's Requirement (HND Project work), 1994
- Effect of Union Activities on Member's Welfare in Federal Polytechnic, Ilaro (Masters), 2004

9. *COMMUNITY SERVICES*

- General Secretary, Ahmadiyya Muslim Jama'at, Orita, Ilaro 2004 till Date
- Treasurer, Ahmadiyya Muslim Jamaat, Pahayi, Ilaro 2017 till Date
- General Secretary, Land Lord Association, Ikosi Area, Ilaro 2000 till Date
- General Secretary, FPI Muslim Community 2005 till Date
- Vice President, Ahmadiyya Muslim Jama'at Ilaro Circuit 2019

10. *EXTRA-CURRICULAR ACTIVITIES*

Reading Novel, Travelling and Meeting People, Singing, Dancing and Making People laugh and happy

11. *REFEREES*

MR. D. A. DUROWAIYE

DIRECTOR, POLYTECHNIC CONSULT
THE FEDERAL POLYTECHNIC,
ILARO.
08096684231

PROF. AYO HAMMED

LECTURER,

DEPT. OF GUIDANCE AND COUNSELING
UNIVERSITY OF IBADAN,
IBADAN
08033599586

MAULVI UTMAN ASHEEM

CENTRAL MISSIONARY
AHMADIYYA MUSLIM JAMA'AT
ILARO CIRCUIT