

CURRICULUM VITAE

1. PERSONAL DATA

Name: JIMOH, TAJUDEEN ADISA

Sex: Male

Date of Birth: 22nd April, 1974

Place Of Birth: Ilaro

Local Government Area: Yewa South

State of Origin Ogun

Nationality: Nigerian

Religion: Islam

Marital Status: Married

Permanent Home Address: 9, Apple Lane, Surulere Quarters, Ilaro, Ogun State

Contact Address: Department of Office Technology and Management,
The Federal Polytechnic, Ilaro,
P.M. B. 50, Ilaro, Ogun State.

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Next of Kin JIMOH, Amotul-Basit Opeyemi (0861197797)

Relationship of Next of Kin: Daughter

Date of First Appointment: 24th May, 2007

Present Status: Senior Instructor

Date of Last Promotion: January, 2014

2. EDUCATIONAL QUALIFICATIONS WITH DATES

a) **M.Sc., Office and Information Management** **2019**

- b) **B.Sc Business Administration** **2018**
- c) **Masters Degree in Personnel Psychology** **2012**
- d) **Higher National Diploma in Secretarial Studies (Distinction)** **2002**
- e) National Diploma in Secretarial Studies **Distinction** 1999
- f) Senior School Certificate 1995

3. EDUCATIONAL INSTITUTIONS ATTENDED

- a) **Lead City University, Ibadan, Oyo State.** **2016 – 2019**
- b) **University of Lagos, Akoka, Lagos.** **2015 – 2018**
- c) **Olabisi Onabanjo University, Ago-Iwoye, Ogun State.** **2007 – 2012**
- d) **The Federal Polytechnic, Ilaro, Ogun State.** **2000 – 2002**
- e) **The Federal Polytechnic, Ilaro, Ogun State.** **1996 – 1999**
- f) **Orita Community High School, Oja-Odan, Ogun State.** **1994 – 1995**
- g) **Emmanuel Commercial High School, Ilaro, Ogun State.** **1987 – 1992**

4. MEMBERSHIP OF PROFESSIONAL BODIES

- a) **Member, Association of Business Educators of Nigeria** **2016**
- b) Member, Nigerian Institute of Professional Secretaries 2008

5. WORK EXPERIENCE/EMPLOYMENT HISTORY

Career within the Federal Polytechnic, Ilaro

- a) **The Federal Polytechnic, Ilaro, Ogun State**
Department of Office Technology and Management **2016 to Date**
(Senior Instructor)
- b) **The Federal Polytechnic, Ilaro, Ogun State**
(Senior/Principal Conf. Secretary) **2014 – 2016**
- c) **The Federal Polytechnic, Ilaro, Ogun State**
(Confidential Secretary I) **2011 – 2013**
- d) **The Federal Polytechnic, Ilaro, Ogun State**
(Confidential Secretary II) **2007 – 2010**

- e) **The Federal Polytechnic Ilaro, Ogun State**
(Weekend Programme - Instructor) **2004 – 2007**
- f) **The Federal Polytechnic, Ilaro, Ogun State**
(School of Part-time Studies – Instructor) **2004 - 2016**

Career Outside the Federal Polytechnic, Ilaro

- a) **Skye Bank Plc, Ilaro, Ogun State**
(Confidential Secretary) **2005 – 2007**
- b) **Nigerian Navy Finance and Logistics School,**
Owerrinta, Abia State. - NYSC (Instructor) **2003 – 2004**

6. ADMINISTRATIVE EXPERIENCE

- a) Departmental Project Coordinator,
Department of Office Technology and Management 2016 – Date
- b) Member, Examination Questions Production Crew
Polytechnic Examinations Committee 2007 - 2016
- c) Assistant General Secretary,
Senior Staff Club. 2015 – 2018

7. MEMBERSHIP OF COMMITTEES WITHIN THE POLYTECHNIC

- a) Member, Polytechnic Printing Press Committee 2017 – 2018
- b) Member, Federal Polytechnic, Ilaro Ceremonies Sub-committee 2016 – 2018
- c) Member, Journal Committee of the School of Communication
and Information Technology. 2017 – Date
- d) Member, Welfare Committee for the Joint National Conference
of the School of Applied Science and Communication
and Information Technology, The Federal Polytechnic, Ilaro 2017
- e) Member, Registry Retreat Committee (Badagry, 2016)
The Federal Polytechnic, Ilaro 2016
- f) Member, Registry Love Feast Committee in honour of
Mr. C. O. A. Adeosun on the Completion of his Tenure as the
Registrar of the Federal Polytechnic, Ilaro 2016
- g) Member, Mobilisation Committee of SSANIP,

8. RESOURCE SERVICE WITHIN THE POLYTECHNIC

- a) Resource Person during a 2-Day In-House Training for Senior Staff of the Registry Department on Microsoft Office Applications held on 25th – 26th January, 2017

9. TRAINING AND WORKSHOPS ATTENDED WITH DATES

- a) Advanced Digital Appreciation Programme for Tertiary Institutions organised by Digital Bridge Institute from 10th December to 14th December, 2018 at the Federal Polytechnic, Ilaro.
- b) Workshop on Computer Application to Secretarial Functions organised by the Administrative Staff College of Nigeria (ASCON) from 8th – 12th December 2014 at ASCON Complex, Topo, Badagry, Lagos State.

10. PUBLICATIONS

Practical Manual

- a) **Jimoh, T. A. (2018).** ICT Office Applications (ICT, Computer & Microsoft Word)

Conference Papers Presented with Dates

- a) Iro-Idoro, C. B. & **Jimoh, T. A. (2018).** Knowledge Management in Technological Innovation: Correlate of Job Performance of Non-teaching Staff of The Federal Polytechnic, Ilaro. A paper presented at the 1st International Conference of the Federal Polytechnic, Ilaro held on 5th to 8th November, 2018.
- b) Iro-Idoro, C. B. & **Jimoh, T. A. (2018).** Technical and Vocational Education and Training (TVET) as a Strategy for the Empowerment and Poverty Reduction among Women in Ogun State, Nigeria. A paper presented at the 40th Commonwealth Association of Polytechnics in Africa (CAPA) International Conference on Enhancing Technical Capacity and Partnership for Industrial and Sustainable Economic Development in Africa held on 26th August to 1st September, 2018 at FCT, Abuja, Nigeria.
- c) **Iro-Idoro, C. B. & Jimoh, T. A. (2017).** Knowledge Management as a Predictor of Organisational Survival of Small and Medium Scale Enterprises in Ogun State. A paper presented at the Joint National Conference of the Schools of

Applied Science, communication and Information Technology, The Federal Polytechnic, Ilaro between 5th and 7th December, 2017.

- d) Iro-Idoro, C. B. & Jimoh, T. A. (2017). Communication Competence of Administrators: Essential Ingredient for Change Management in Higher Educational Institutions. A paper presented at the 3rd National Conference of the School of Vocational and Technical Education (SVTE), Adeniran Ogunsanya College of Education, (AOCOED), Otto-Ijanikin, Lagos between 16th and 18th November, 2017.**
- e) Oderinde, O. O. & Jimoh, T. A. (2016). Implication of Complaint Management on Customer Loyalty: A Cross-sectional Survey of commercial Bank Customers in Ogun State. Presented at the 5th National Conference of the Academic Staff Union (ASUP), Federal Polytechnic, Ilaro Chapter held on 16th – 19th October, 2016.**
- f) Iro-Idoro, C. B. & Jimoh, T. A. (2016). ICT Use and Its Contributions to the Enhancement of Job Opportunities of Office Technology and Management Graduates. A paper presented at the Third National Conference of Association of Business Educators of Nigeria (ABEN) at OGD Hall, Main Campus, Olabisi Onabanjo University, Ago-Iwoye, Ogun State from 20th to 23rd September, 2016.**
- g) Jimoh, Ibrahim B. & Jimoh, T. A. (2016). Information Technology: A Catalyst for Good Governance and Economic Development of Nigeria. A paper presented at the National Conference of Academic Staff Union of Polytechnics (ASUP), Zone C held at the Polytechnic, Ibadan between 23rd and 25th August, 2016.**
- h) Iro-Idoro, C. B., Ayodele & Jimoh, T. A. (2013). National Transformation Agenda as a Veritable Tool for Challenges Facing Entrepreneurship Education in Federal Polytechnics in the South-west Geo-political Zones of Nigeria. A paper presented at the 2013 Conference of the School of Applied Science, Federal Polytechnic, Ilaro held from 6th – 9th May, 2013.**

Published Journal Articles

- a) Iro-Idoro, C. B. & Jimoh, T. A. (2019). Knowledge Management in Technological Innovation: Correlate of Job Performance of Non-Teaching Staff of the Federal Polytechnic, Ilaro, Nigeria. *Nigerian Communication and Information Technology Journal*, 1(1).**
- b) Iro-Idoro, C. B. & Jimoh, T. A. (2018). Knowledge Management as a Predictor of Survival of Small and Medium Scale Enterprises in Ogun State. *The Ilaro Journal of Management, Arts, Science & Technology*, 1(1).**

- c) Jimoh, T. A. & Banjo, A. O. (2018). **An Assessment of the Effectiveness of E-Platform for Service Delivery in Federal Polytechnic, Ilaro.** *The Ilaro Journal of Management, Arts, Science & Technology*, 1(1).
- d) Iro-Idoro, C. B. & Jimoh, T. A. (2018). **Communication Competence of Administrators: Essential Ingredient for Change Management in Higher Educational Institutions.** *Lagos Journal of Vocational and Technical Education*, 7(1).
- e) Iro-Idoro C. B. & Jimoh, T. A. (2017). **Social Media Use among Students of Federal Polytechnic Ilaro, Ogun State, Nigeria: Implication on Academic Performance.** *Journal of International Organisation of Scientific Research*, 22(3).
- f) Iro-Idoro C. B. & Jimoh, T. A. (2017). **Differential Effects of Entrepreneurship Education on Entrepreneurial Intention among Science and Non-Science Students in Nigerian Polytechnics.** *IOSR Journal of Humanities and Social Science* 22(3).
- g) Iro-Idoro, C. B., Ayodele, Kolawole O. & Jimoh, T. A. (2013). **National Transformation Agenda as a Veritable Tool for Challenges Facing Entrepreneurship Education in Federal Polytechnics in Nigeria: Students' Perspectives.** *International Review of Management and Business Journal*. 4(2).

Textbooks

- a) Iro-Idoro, C. B., Adaramola, O. J., Jimoh, T. A. & Jimoh, I. B. (2017). *Advanced Desktop Publishing*. 1st Edition. Lagos: Olas Print Nigeria Enterprises.
- b) Olu-Ajibare, F., Iro-Idoro, C. B. & Jimoh, T. A. (2016). *Understanding Psychology and Dynamics of Human Behaviour*. Lagos: Olas Print Nigeria Enterprises.
- c) Jimoh, T. A., Jolaade I. A., Durowaiye, D. A & Iro-Idoro C. B. (2015). *Fundamentals of People Communication Skills*. Ilaro: O'Basit Publication Series.
- d) Bako, Y. A., Taiwo, A. A. & Jimoh, T. A. (2015). *Office Management and Organisation*. Lagos: Olas Print Nigeria Enterprises.
- e) Bako, Y. A., Taiwo, A. A. & Jimoh, T. A. (2015). *Production and Operations Management*. Lagos: Olasprint Nigeria Enterprises,.
- f) Iro-Idoro, C. B., Adaramola, O. J. & Jimoh, T. A. (2014). *Introduction to ICT Office Applications I*. Revised Standardised Edition. Lagos: Olas Publishing Company.
- g) Iro-Idoro, C. B., Adaramola, O. J. & Jimoh, T. A. (2011). *Introduction to ICT Office Applications I*. 1st Edition. Lagos: Olas Publishing Company.

Unpublished Thesis

- a) Jimoh, T. A. (2018). **Influence of Work Environment on the Productivity of Academic Staff in Polytechnics in Ogun State.** A research work submitted to the Postgraduate School, Lead City University in partial fulfilment of the requirements for the award of Masters in Office and Information Management of the Lead City University, Ibadan, Oyo State.
- b) Jimoh, T. A. (2010). **Quality of Work Life and Employees' Morale as Determinants of Employees Organisational Commitment among Bank Workers.** A research work submitted to the Department of Educational Foundation and Counselling in partial fulfilment of the requirements for the award of Masters in Personnel Psychology of the Faculty of Education, Olabisi Onabanjo University, Ago-Iwoye, Ogun State.
- c) **Jimoh, T. A. (2002).** A Study on the Integration of Computer Studies into Secretarial Training Curriculum – A Case Study of Federal Polytechnic, Ilaro. A paper presented to the Department of Secretarial Studies in the School of Management Studies, Federal Polytechnic, Ilaro in partial fulfilment of the requirements for the award of Higher National Diploma in Secretarial Studies.

11. AWARDS/PRIZES RECEIVED

- a) Federal Polytechnic, Ilaro Governing Council
Academic Prize Award for the **Overall Best HND Graduand**
in 2001/2002 Academic Session. 2011
- b) Dean, School of Management Studies, Federal Polytechnic Ilaro
Prize Award for the **Best HND Graduand** in the School of
Management Studies – 2001/2002 Academic Session. 2011
- c) Departmental Academic Prize Award for the Best HND Graduand
in the Department of Secretarial Studies – 2001/2002 Session. 2011
- d) National Association of Secretarial Students (FPI) Award for
the **Best HND Student** in Secretarial Studies. 2002
- e) Federal Government of Nigeria Scholarship Award
for HND Programme 2001
- f) **Federal Polytechnic, Ilaro Award for the
Best ND Student** in Secretarial Studies. 1999

12. COMMUNITY SERVICES

- | | |
|---|-------------|
| a) Adviser, Man O'War Nigeria
The Federal Polytechnic, Ilaro Command | 2010 – Date |
| b) Secretary, Management Board,
El-Tahir Nursery and Primary School, Ilaro. | 2014 – 2017 |
| c) Secretary, External Affairs,
Ahmadiyya Muslim Jamaat Nigeria,
Ilaro Circuit, Ogun State. | 2013 – 2017 |
| d) General Secretary,
Apple Lane Community Development Association,
Ilaro, Ogun State. | 2009 - 2016 |
| e) General Secretary,
National Youth Council of Nigeria,
Yewa South Chapter. | 2009 – 2015 |
| f) President,
Ahmadiyya Muslim Youth Organisation,
Ilaro. | 2009 – 2015 |
| g) Treasurer,
Ilaro Muslim Youth Organisation | 2009 -2013 |

13. HOBBIES: Reading, Writing and Meeting People