

CURRICULUM VITAE

NAMES IN FULL

ODETOLA Muritala Oyedeleji

PLACE / DATE OF BIRTH

Gbongan / December 3, 1965.

PERMANENT HOME ADDRESS

NO. 1, Aluyo Crescent, Ilado. Olorunda LCDA Badagry, Lagos state.

PRESENT POSTAL ADDRESS & PHONE NUMBER

The Nigeria French Language Village
Badagry - Lagos Express - way, P.M.B.
1011 Ajara - Badagry, Lagos.
Telephone. 08033371894 , 08128208277

odetolaoyedeleji@yahoo.com
odetolamuritala@frenchvillage.edu.ng
Bursar@frenchvillage.edu.ng

E - MAIL ADDRESS

Nigerian

NATIONALITY AT BIRTH & PRESENT

Osun State / Ayedaade Local Govt. Area

STATE OF ORIGIN / LOCAL GOVT; AREA

Married

NUMBER AND AGES OF CHILDREN

Four (21, 19, 16, 12)

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATE:

DATES

LAGOS STATE UNIVERSITY, OJO. LAGOS 2004 - 2006

OBAFEMI AWOLOWO UNIVERSITY, ILE - IFE 1988 - 1992

THE NIGERIA FRENCH LANGUAGE VILLAGE 1997

FEDERAL COLL. OF EDUCATION (TECH.) AKOKA. LAGOS 1997

COMMUNITY HIGH SCHOOL, GBONGAN 1981 - 1986

ACADEMIC QUALIFICATION OBTAINED WITH DATE:

MASTER OF BUSINESS ADMINISTRATION (FINANCIAL MANAGEMENT) 2006

BACHELOR OF SCIENCE DEGREE IN ACCOUNTING & MANAGEMENT. 1992

CERTIFICATE IN FRENCH 1997

CERTIFICATE IN COMPUTER STUDIES 1997

WEST AFRICA SCHOOL CERTIFICATE (WASC) 1986

RESEARCH WORK:

Internal Control and Management of Fraud within the Nigeria Banking System - A case study of First Bank of Nigeria PLC 2006

A Dissertation Submitted to Lagos State University, Ojo, Lagos in partial fulfilment of the requirement for the award of Master in Business Administration (MBA - Financial Management)

PROFESSIONAL QUALIFICATION OBTAINED WITH DATE:

ACTI	(ASSOCIATE CHARTERED TAX INSTITUTE)	2011
	BODY : CITN. (Chartered Institute of Taxation of Nigeria)	
CNA	(ASSOCIATE CERTIFIED NATIONAL ACCOUNTANT)	2008
	BODY : ANAN. (Association of National Accountants of Nigeria)	

DISTINCTION WITH DATE

Certificate of National Service as Youth Corp Member	1993
Letter of Commendation as Chairman of Village Loans Committee	2008
Certificate of long service (French Village at 20)	2012
Letter of Commendation as Member of Committee on end of the Year package for Staff of The Nigeria French Language Village 2014 Letter of appreciation as a member of staff disciplinary Committee 2015	
Letter of appreciation as a member of Research grant Committee	2015
Letter of Commendation as a member of Committee for the implementation of the Federal Government directive on the Disarticulation of 2018 University / Inter-University Centres Staff Primary Schools in Nigeria.	

SERVICE TO THE NATION AND LOCAL COMMUNITIES :

- * **National Youth service Corps (Youth Corp Member)**
National Service as Teacher at Modern Comprehensive School of Commerce at Amokwe Station in Udi Local Government Area of Enugu State. 1992 - 1993
- * **Financial Secretary :**
Agelaso Community Development Association, Ajara in Badagry Local Government Area, Lagos State (2016 - till date)

* **Senior Society Steward**

Methodist Church Nigeria. Ajara Methodist Church, Ajara - Badagry. 2013 - 2016

WORKING EXPERIENCE WITH DATE

November 2018 - till date

Bursar. (Head, Bursary Department)

The Nigeria French Language Village, P.M.B.
1011, Ajara - Badagry, Lagos.

- * Ensuring compliance with Financial Regulations by all members of staff of Bursary department.
- * Ensuring adequate supervision of the disbursement of funds and ensuring proper monitoring and accounting for revenue.
- * Advising the chief accounting officer (Director/CEO) on all financial matters.
- * Maintaining proper accounting records.
- * Ensuring prompt rendition of all returns.
- * Compiling and defending of the budget proposal and ensuring effective budgeting control.
- * Ensuring that all Bursary staff are exposed to regular training programmes to be able to perform their duties effectively and efficiently.
- * Liaison with the office of the accountant general of federation from time to time to clarify issues on treasury circulars or when encountering difficulties in the discharge of duties

October 2017 - October 2018

Acting Bursar. (Head, Bursary Department)

The Nigeria French Language Village, P.M.B.
1011, Ajara - Badagry, Lagos.

- * Ensuring compliance with Financial Regulations by all members of staff of Bursary department.
- * Ensuring adequate supervision of the disbursement of funds and ensuring proper monitoring and accounting for revenue.

- * Advising the chief accounting officer (Director/CEO) on all financial matters.
- * Maintaining proper accounting records.
- * Ensuring prompt rendition of all returns.
- * Compiling and defending of the budget proposal and ensuring effective budgeting control.
- * Ensuring that all Bursary staff are exposed to regular training programmes to be able to perform their duties effectively and efficiently.
- * Liaison with the office of the accountant general of federation from time to time to clarify issues on treasury circulars or when encountering difficulties in the discharge of duties

October 2012 - September 2017

Deputy Bursar. (Head, Bursary Ventures / F S P Account)

The Nigeria French Language Village, P.M.B.

1011, Ajara - Badagry, Lagos.

- * Preparation and monitoring Bursary Department annual Budget and ensuring strict compliance.
- * Preparation of returns / reports to supervisory Agencies e.g; National Universities Commission, Office of the Accountant General of the Federation, Office of the Auditor General for the Federation, National Assembly and Budget Office.
- * Monitoring and Coordinating government fund release to the Institution i.e Personnel, Overhead and Capital Grants
- * Liaise with the external Auditors on statutory audit.
- * Monitoring and reporting on Investment portfolio to enhance Village Financial base.
- * Coordinating general administration of the department on: Annual leave arrangement, Staff short-term programmes and sponsorship for long -term programmes
- * Relieve Bursar (Chief Finance Officer) on regular basis.

October 2008 - to September 2012

Chief Accountant. (Head, Bursary Ventures / F S P Account)

The Nigeria French Language Village, P.M.B.

1011, Ajara - Badagry, Lagos.

- * Providing timely and accurate periodic and ad - hoc reporting information to management including various returns to supervising Agencies.
- * Liase with the external Auditors on statutory Audit exercise.
- * Management and monitoring of Accounting and Financial transactions
- * Maintenance of Account Records and preparation of Financial Statements.
- * Ensure proper on the job training and supervision of subordinates through; participation, distribution and review of assigned work.
- * Banking relationship arrangement: Lodgement, withdrawal of fund, updating of signatories to the accounts when the need arises.
- * Coordinating the activities of Bursary department and representing Bursar at various meetings and official gatherings whenever the Bursar is away on official duty.
- * Any other duties as assigned.

April 2004 - September 2008

Principal Accountant. (Head, Budget, Insurance & Expenditure control)

The Nigeria French Language Village, P.M.B.
1011, Ajara - Badagry, Lagos.

- * Preparing and monitoring Institution's Budget and ensuring compliance.
- * Monitoring and maintaining compliance with Internal controls.
- * Documentation of Insurance coverage to the organisation's Assets.
- * Monitoring of claims receivable on various insurance policies.
- * Maintenance of register and Analysis of grants from supervisory Agencies.
- * Draw up budget plan, preparation and implementation in line with management policy and procedure. Review and draw up variance analysis for management decision
- * Coordinate the activities of Budget, Insurance / Expenditure Control.
- * Ensure proper on the job training and supervision of subordinates through; participation, distribution and review of assigned work.

January 2001 - March 2004

Senior Accountant. (Head, Village Ventures)

The Nigeria French Language Village, P.M.B.
1011, Ajara - Badagry, Lagos.

- * Preparation of Financial Statement for various Ventures' Accounts.
- * Maintenance of register of French Village investment in Shares.
- * Preparation of Weekly Financial Report for management's decision making.
- * Generate reports for the statutory annual audit exercise - Trial balance & other document
- * Monitoring current market price of Shares and advise management accordingly.
- * Updating the records of Ventures including monitoring of inter-bank transfers.
- * Ensure proper training and supervision of subordinates.
- * Any other duties as assigned by superior officers.

October 1997 - December 2000

Accountant I. (Head, Treasury / Cash office)
The Nigeria French Language Village, P.M.B.
1011, Ajara - Badagry, Lagos.

- * Preparation of Weekly Financial Report for management's decision making.
- * Supervise daily collection and disbursement of fund.
- * Custodian of Village security documents: Cheque books, Fixed deposit & Share Certificate
- * Monitoring fixed deposit account and advise management accordingly. *
Reconciliation of various bank accounts directly attached to the unit.
- * Maintenance and updating various Cash books directly attached to the unit.
- * Banking relationship arrangement: Lodgement, withdrawal of fund, updating of signatories to the accounts when the need arises.
- * Constantly liaise with Village appointed portfolio Manager.
- * Ensure proper training and supervision of subordinates.

- * Any other duties as assigned by superior officers.

November 1994 - September 1997

Accountant II. (Head, Treasury / Cash office)

The Nigeria French Language Village, P.M.B.

1011, Ajara - Badagry, Lagos.

- * Preparation of Weekly Financial Report for management's decision making.
- * Custodian of Village security documents: Cheque books, fixed deposit & Share Certificate * Assisting the Cashier in collection of fees and levies.
- * Banking relationship arrangement: Lodgement, withdrawal of fund, updating of signatories to the accounts when the need arises.
- * Monitoring fixed deposit account and advise management accordingly.
- * Ensure proper training and supervision of subordinates.
- * Any other duties as assigned by superior officers.

February 1994 - October 1994

Accountant II. (Treasury / Cash office)

Lagos State Polytechnic, Isolo. P.M.B.

21606, Ikeja, Lagos.

- * Daily collection and disbursement of fund.
- * Maintaining and updating income analysis register.
- * Reconciling Budget unit with Final accounts.
- * Assisting in the preparation of Monthly returns. * Assisting in updating vote book.
- * Assisting Salaries & Wages unit in checking payroll on Monthly basis * Lodgement of cheques and drafts into various bank account.
- * Any other duties as assigned by superior officers.

November 1992 - October 1993

Youth Corper. (National Assignment)

Modern Comprehensive School of Commerce, Amokwe

Station. Udi L.G.A; Enugu State.

- * Subject Teacher on; Principles of Account, Commerce and Economics.
- * Classroom Teacher for class four.
- * Teacher saddled with the responsibility of drawing time table for the school.
- * Coordinator of extra moral classes / evening lessons.
- * Any other duties as assigned by the School Principal.

SPECIAL COMPETENCE:

- * Good team player;
- * Communicating and influencing;
- * Ability to work independently;
- * Ability to work under pressure;
- * Working for longer hours without complain;
- * Experience in the use of Computer;
- * Ability to give sound financial advice;
- * Good report writing, oral communication and presentation skill.

TRAINING COURSES / WORKSHOPS ATTENDED:

- * **Theme:** National Workshop on preparation and analysis of Final Accounts.
Organizer: (ICAN, Lagos Mainland District Society) **Venue & Date:** Ikeja. Lagos. 09/05/2001 - 11/05/2001
- * **Theme:** Planning, Budgetting and Cost Control.
Organizer: (ICAN, Lagos Mainland District Society)
Venue & Date: Ota. Ogun State. 25/10/2004 - 27/10/2004
- * **Theme:** Budgetting and Budget performance in the era of Economic reform,
Structural and Institutional transformation.
Organizer: (ICAN, Jos District Society)
Venue & Date: Kaduna. Kaduna State 03/04/2006 - 07/04/2006)
- * **Theme:** Management Techniques and Leadership skills.

Organizer: (NIEPA, (National Institute for Educational Planning and Administration)
Venue & Date: (Ondo, Ondo State. 26/02/2008 - 01/03/2008)

- * **Theme:** Financial Management and Control.
Organizer: (ANAN, Association of National Accountants of Nigeria) **Venue**
& Date: (Abe-okuta. Ogun State. 26/10/2009 - 29/10/2009)

- * **Theme:** Standardization and Accounting Ethics.
Organizer: (ANAN, Association of National Accountants of Nigeria) **Venue**
& Date: (Ikeja. Lagos State. 20/09/2010 - 23/09/2010)

- * **Theme :** Contemporary Issues in Accounting Development.
Organizer : (ANAN, Association of National Accountants of Nigeria) **Venue &**
Date : (Jogor Centre, Ibadan. Oyo State. 05/12/2011 - 08/12/2011)

- * **Theme :** Developments in Corporate Reporting and Auditing.
Organizer : (ANAN, Association of National Accountants of Nigeria) **Venue**
& Date : (Oba - Ile, Akure. Ondo State. 03/12/2012 - 06/12/2012)

- * **Theme :** Challenges of International financial Reporting Standards. **Organizer :** (ANAN, Association of National Accountants of Nigeria)
Venue & Date : (Ibom Hall, Uyo. Akwa-Ibom state 15/07/ 2013 - 18/07/ 2013)

- * **Theme :** Government Integrated Financial Management Information System GIFMIS
Organizer : (Federal Ministry of Finance, Office of Accountant General of Federation)
Venue & Date : (Ikoyi. Lagos. 19/02/ 2014 - 20/02/ 2014)

- * **Theme :** Survival strategy in a recession; Cooperative Business Model as a choice
Organizer : Lagos State Government (Ministry of Agriculture and Cooperatives)
Venue & Date : Administative Staff College of Nigeria. Topo, Badagry. (12/04/ 2014)

- * **Theme :** Trends in Professional Practice and Regulation.
Organizer : (ANAN, Association of National Accountants of Nigeria)
Venue & Date : (M&M Events Ltd. Area II Garki, Abuja. 11/08/ 2014 - 14/08/ 2014)

- * **Theme :** Managing Transition and it's Challenges.
Organizer : (ANAN, Association of National Accountants of Nigeria)
Venue & Date : (M&M Events Ltd. Area II Garki, Abuja. 20/04/ 2015 - 24/04/ 2015)

- * **Theme** : Budget implementation in Nigeria Education " Prospect and Challenges"
Organizer : Goodnews International Ventures (A Finance Consultant)
Venue & Date : Olusegun Obasanjo Presidential Library, Abe-okuta (1st-3rd Dec. 2015)

- * **Theme** : Challenges and Landmark Issues in Accounting.
Organizer : (ANAN, Association of National Accountants of Nigeria)
Venue & Date : (Jogor Centre, Ibadan. Oyo State. 12/12/2016 - 15/12/2016)

- * **Theme** : Strenghtening Public sector Financial management in times of national economic recession.
Organizer : (ANAN, Association of National Accountants of Nigeria)
Venue & Date : (Fed. University of Tech. Akure. Ondo State. 4/12/2017 - 7/12/2017)

- * **Theme** : internalization and innovation in Education, Research and Resource mobilisation for Nigeria higher Institutions.
Organizer : (ABNU) Association of Bursars of Nigeria Universities
Venue : Conference hall CVC's office No. 4 Parakou crescent Wuse II, Abuja. **Date** : 26/02/2018 - 01/03/2018

PROPOSED DATE OF AVAILABILITY FOR DUTY (IF APPOINTED) : **Immediately**

EXTRA CURRICULAR ACTIVITIES:

Driving, Meeting people, Reading, Travelling and Watching football.

OTHER RELEVANT ACTIVITIES WITHIN THE VILLAGE:

- * Principal Officer / Member, Nigeria French Lang. Village Management Committee.
- * Member, (Internal member in-attendance) French Lang. Village Governing Council.
- * Member, Governing Council Committee on Finance and General Purpose (F&GPC).
- * Member, Governing Council Committee on Central Appointments and Promotions.
- * Member, Governing Council Committee on Academic Policy, Reseach & Publications

- * Member, Expanded Management Committee for Nigeria French Language Village constituted by the Honorable Minister of Education * Member, Nigeria French Language Ventures Board.
- * Member, Nigeria French Language Tenders Board.
- * Member, Committee on end of the Year gift to members of Staff.
- * Member, Staff disciplinary Committee.
- * Member, Research grant Committee.
- * Member, Village Committee on review of Pyramidal Structure. * Chairman, Village Loans Committee.
- * Chairman, Bursary Department Assessment Committee (DAC)
- * Chairman, supervisory (audit) Committee of French Village Cooperative Society
- * Member, French Village International College Committee
- * Chairman, Ad-Hoc Committee on review of Salaries of French Village Ventures Ltd.
- * Member, French Language Village Immersion Programme Costing Committee
- * Member, French Language Village NCE Programme Costing Committee
- * Member, Departmental Servicom Committee

NAMES AND ADDRESSES OF REFEREES:

- * **THE REVEREND J.M. PANUGO**
Acting Presbyter / Minister-in-charge
 Methodist Church, Nigeria. Diocese
 of Badagry, Ajara Circuit.
 Ajara.
 Telephone : 08033902418, 07080519292, 07042585444, 08056772449
- * **FERUKE BOLARINWA ROTIMI, FCA**
Bursar
 Osun State University,
 Bursary Department,
 Osogbo.

Osun State.
Telephone: 08037200498, 08027315000

- * **ALABI J.O.K. (Senior Lecturer)**
Coordinator of Studies
Nigeria French Language Village,
P.M.B 1011, Ajara - Badagry.
Lagos State.
Telephone: 08037200327, 08164422244