

CURRICULUM VITAE

01. PERSONAL

- (i) Name: **DAVIES**, Steven Olumide
(ii) Date of Birth: 27th May, 1974
(iii) Place of Birth: Lagos
(iv) Age: 44 years
(v) Sex: Male
(vi) Marital Status: Married
(vii) Nationality: Nigerian
(viii) Town and State of Origin: Ijero-Ekiti, Ekiti State
(ix) Contact Address: Bursary Dept, Federal University of Agriculture, Abeokuta(FUNAAB)
(ii) Phone Number: 0802-614-3268, 0703-196-9844
(iii) E-mail Address: akosiles0@funaab.edu.ng
(iv) Present Post and Salary: Senior Accountant (CONTISS 9/1 ₦ 1,558,486.92 P/A)

02. EDUCATIONAL BACKGROUND:

- (i) **Educational Institutions Attended (with dates)**
- Federal University of Agriculture, Abeokuta 2005
 - University of Ado-Ekiti, Nigeria 2005
(Now Ekiti State University)
 - Rev. Kuti Memorial Grammar School, Abeokuta 1991
- (ii) **Academic and Professional Qualifications (with dates)**
- Bachelor of Science (B.Sc. Accounting) 2004
 - Certificate In Electronic Data Management 2005
 - West African Senior School Certificate(WASSCE-P) 2000
- (iii) **Prizes, Honours, National and International Recognition**
Nil

03. WORK EXPERIENCE:

(i). Federal University of Agriculture, Abeokuta : March 2018 till date

<u>Accountant I</u>	}	Institute For Human Resources Development(INHURD)
<u>Budget Officer</u>		Centre of Excellence in Agricultural Development and Sustainable Environment, (CEADESE)
		Directorate of Environmental Management(DEM)

Schedule of Duties

- (i) Preparation of Cash/Bank Books of Accounts..
- (ii) Preparation of CEADESE Annual Budget.
- (iii) Computation of INHURD Staffs monthly salaries and wages
- (iv) Preparation of Budget performance reports.
- (v) Preparation of Payments Documents including Payment Vouchers and Mandates
- (vi) Maintenance of vote books and other financial records
- (vii) Preparation of Bank/Cash Books for the units bank accounts
- (vii) Computation of Monthly Staffs Salaries and Wages
- (ix) Any other duties assigned by the Bursar/ Head of Unit

Accountant I/
Senior Accountant
Budget Officer } **Information and Communication Technology Resources Centre(ICTREC)**
International Centre for Professional Development(ICPD)
Centre of Excellence in Agricultural Development and
Sustainable Environment, (CEADESE)
Directorate of Environmental Management(DEM)

Aug. 2017 to March 2018

Schedule of Duties

- (i) Preparation of Cash/Bank Books of Accounts.
- (ii) Working with the Reconciliation unit of the Bursary for the reconciliation of Bank statements and Bank/Cash books prepared.
- (iii) Preparation of Journal Vouchers and forwarding same to the Ledger unit of the Bursary
- (iv) Preparation of CEADESE Annual Budget.
- (v) Preparation of Budget performance reports for CEADESE and other units.
- (vi) Preparation of Payments Documents including Payment Vouchers and Mandates
- (vii) Maintenance of vote books and other financial records
- (viii) Keeping all records of miscellaneous receipts in the unit.
- (ix) Collation of all revenue generated in the ICTREC/ICPD.
- (x) Collation of income and expenditure of activities in the units
- (xi) Issuing of Store Receipt Vouchers
- (xii) Any other duties assigned by the Bursar/ Head of Unit.

Federal University of Agriculture, Abeokuta April 2015 to Aug. 2017

Accountant II
Accountant I/ Budget Officer } **Final Account and College Finance/Bank Book Unit**
Centre of Excellence in Agricultural Development and
Sustainable Environment, (CEADESE)
Directorate of Environmental Management (DEM)

Schedule of Duties

- (i) Preparation of Cash/Bank Books of University's School Fees Accounts as assigned.
- (ii) Working with the ICTREC Students Payments section for ascertainment of Students fees paid.
- (iii) Administrative Support for visits of the Inspectors/Audit teams from the office of the Auditor-General, Accountant-General, FIRS and the University External Auditors
- (iv) Preparation of CEADESE Annual Budget.
- (v) Preparation of CEADESE Budget performance reports.
- (vi) Preparation of Payments Documents including Payment Vouchers and Mandates
- (vii) Maintenance of vote books and other financial records
- (viii) Preparation of Bank/Cash Books for the units bank accounts
- (ix) Working with the Reconciliation unit of the Bursary for the reconciliation of Bank statements and Bank/Cash books prepared.
- (x) Preparation of Journal Vouchers and forwarding same to the Ledger unit of the Bursary
- (xi) Any other duties assigned by the Bursar/ Head of Unit

Jan. 2012 - April 2015

Accountant II : } **Directorate of Grants Management**
 } **Directorate of Environmental Management**

Schedule Of Duties

- (i) Preparation of Payments Documents including Payment Vouchers and Mandates
- (ii) Maintenance of vote books and financial records of individual Research Projects
- (iii) Preparation of Bank/Cash Books for several bank accounts including Domicilliary Accounts of all major currencies.
- (iv) Working with the Reconciliation unit of the Bursary for the reconciliation of Bank statements and Bank/Cash books prepared.
- (v) Preparation of Journal Vouchers and forwarding same to the Ledger unit of the Bursary
- (vi) Serving as Bursary representative and Accounting Officer in the process of Research Proposal Writing
- (vii) Representing the Bursar/Bursary in meetings with Research Funds Donors
- (viii) Interfacing with several Banks where research funds are domiciled.
- (ix) Working as a Resource Person during several Research Fair.
- (x) Any other duties assigned by the Bursar/Head of Unit.

Aug 2008 - September 2011

Accountant (Obasanjo Holdings Ltd/Obasanjo Farms Nig. Ltd)

04. ASSIGNMENTS/COMMUNITY SERVICE

- i. Associate Minister – Anotherlife Church, Abeokuta
- ii. Member, Executive Committee, Karaole Community, Off Agbeloba Junction, Quarry road, Ibara, Abeokuta

05. COMMENDATIONS: –

06. MEMBERSHIP OF PROFESSIONAL BODIES:

07. EXTRA CURRICULA ACTIVITIES:

Reading, Football and Travelling

08. PUBLICATIONS:

Nil

09. REFEREES:

(i) Prof. Kolawole Adebayo

Department of Agric Extension and Rural Development(AERD)
College of Agricultural Management and Rural Development (COLAMRUD)
Federal University of Agriculture, Abeokuta(FUNAAB).

(ii) Prof. A. R. Popoola

Department of Crop Protection
College of Plant Science and Crop Production(COLPLANT)
Federal University of Agriculture, Abeokuta(FUNAAB)

(iii) Mr. A. J. Olusanwo

Deputy Bursar II
Bursary
Federal University of Agriculture, Abeokuta(FUNAAB)

Signature

Date

