**C U R R I C U L U M V I T A E**

**ADMIN**

-----------Full Name------

**--------Specialization……..**

 

1. **BIODATA**

Name:

Place of Birth:

Date of Birth:

Nationality:

State of Origin:

Local Government of Origin

Religion:

Marital Status:

Number and Ages of Children:

Postal Address:

Contact Address:

Phone:

E-mail (official):

Name and Address of Spouse:

Name and Address of Next of Kin:

Rank:

Current Position:

 

**2. EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES**



**3. ACADEMIC AND PROFESSIONAL QUALIFICATIONS**



**4. MEMBERSHIP OF PROFESSIONAL BODIES (Current Subscriptions Only)**



 

**5. DISTINCTIONS AND AWARDS (with Details and Dates):**



**6. WORK EXPERIENCE WITH FULL DETAILS OF FORMER AND PRESENT POSTS:**



**ACTIVITIES WITH DATES:**

**Scheduled Duties/Responsibilities since Assumption of Duty.** 

**7. CURRENT POSITION AND DATE OF LAST PROMOTION/APPOINTMENT**:





**8. MAJOR ADMINISTRATIVE -RELATED SERVICES TO THE NATION OUTSIDE THE UNIVERSITY SYSTEM**:





**9. IMPORTANT PROFESSIONAL CONFERENCE/WORKSHOP/COURSES ATTENDED WITH DATES**





**10. ACADEMIC PUBLICATIONS WITH DATES**



**11. PERSONAL ADMINISTRATIVE WORK RATING (**On a 10-point scale**)**

| **S/No** | **Appraisal factors** | **Weight assigned** |
| --- | --- | --- |
| 1. | Goals performance |  |
| 2. | Technical/Professional knowledge of work |  |
| 3. | Analytical ability |  |
| 4. | Resourcefulness, initiative and acceptance of responsibility |  |
| 5. | Management of staff |  |
| 6. | Management of resources |  |
| 7. | Reliability and performance under pressure |  |
| 8. | Interpersonal relations |  |
| 9. | Communication |  |
| 10 | Punctuality and attendance at workplace |  |
|  | **Summary of Scores** | **100** |

**12. EXTRACURRICULAR ACTIVITIES**





**13. REFEREES (Three)**

