

ABDULSALAM, DAUDA OLALEKAN

Al-Hikmah University, Ilorin, Nigeria

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Sex: Male
Date of Birth: 6th June, 1978
Marital Status: Married
Nationality: Nigerian
State of Origin: Kwara State
Local Govt. Area: Ifelodun
Religion: Islam

INSTITUTIONS ATTENDED WITH DATES

University of Ilorin, Ilorin	2007 – 2009
Ekiti State University, Ado-Ekiti	2006 – 2008
University of Ilorin, Ilorin	2000 – 2003
Bayero University, Kano	1995 – 1999
Agbonna High School, Share, Kwara State	1999 – 2000
Tableeg Ad-Dawatul Islamiyyah, Igbaja, Kwara State	1988 – 1994
Jama'at Primary School, Igbaja, Kwara State	1982 – 1987

ACADEMIC QUALIFICATIONS

M.A (Islamic Studies)	2009
Postgraduate Diploma in Education (PGDE)	2008
B.A (Islamic Studies)	2003
Diploma in Arabic, English and Islamic Studies	1999
West African Examination Council (WASCE)	2000
Intermediate Cert. in Arabic and Islamic Studies	1994
First School Leaving Certificate	1987

MEMBERSHIP OF PROFESSIONAL BODIES

International Institute of Islamic Thought (IIIT)
Association of Nigerian University Professional Administrators (ANUPA)

WORKING EXPERIENCE WITH DATES

2004 – 2005	Islamic Studies Teacher (NYSC) Government College, Keffi, Nasarawa State
2005 – 2006	Part-Time Islamic Studies Teacher Federal Government College, Keffi, Nasarawa State
2006 – 2009	Assistant Lecturer Department of Islamic Studies, Kwara State College of Education, Oro
2009 – 2010	Lecturer III Department of Islamic Studies, Kwara State College of Education, Oro
2008 – 2013	Part-Time Lecturer (Sandwich Programme) Department of Islamic Studies, Institute of Education, University of Ilorin, Ilorin.
2009 – 2014	Part-Time Lecturer (Sandwich Programme) Department of Islamic Studies, Ekiti state University, Ado-Ekiti. Kwara State College of Education, Oro Campus
2010 – 2012	Part-Time Lecturer (Foundation Programme) Department of Islamic Studies, Al-Hikmah University, Ilorin, Kwara State.
2010 – 2013	Assistant Registrar Registry Dept., Al-Hikmah University, Ilorin, Kwara State.
2013 till date	Senior Assistant Registrar Registry Dept., Al-Hikmah University, Ilorin, Kwara State.

DETAILS OF ADMINISTRATIVE EXPERIENCE

- A. Faculty Officer, Faculty of Natural Sciences (2010 – 2012)
 - B. Faculty Officer, Faculty of The Humanities and Social Sciences (2012 – 2015)
 - C. Faculty Officer, Faculty of Natural Sciences (2015 – 2016)
- Schedule of Duties as Faculty Officer (2010 – 2016)
1. Assist the Dean in the day-to-day administration of the Faculty.
 2. Interpret rules and regulations of the University to the Dean and Heads of Department.

3. Attend to the routine correspondence from Registrar, Dean and Heads of Department in the Faculty.
4. Checking of Academic records and entry qualifications of Students.
5. General planning, coordination and administration of the Departmental and Faculty offices.
6. Allocation of office accommodation to new members of staff.
7. Assist various student organizations within the faculty in their activities.
8. Responsible for proper presentation of records and documents from Faculty to Senate and Central Administration according to the laid down procedures.
9. Coordination of activities connected with examinations in collaboration with Departmental Examination Officers.
10. Attend to the immediate needs of External Examiners.
11. Serve as Secretary to the under mentioned committees;
 - i. Faculty Board
 - ii. Faculty Board of Examiners
 - iii. Faculty Board of Committee
 - iv. Faculty Welfare Committee
 - v. Faculty Promotion Panel

D. Senior Assistant Registrar, Establishments (2016 till date)

Schedule of Duties as Senior Assistant Registrar, Establishments (2016 till date)

- i. Coordination of affairs of Establishments Unit in absence of the Head of Unit.
- ii. Assist the Principal Assistant Registrar in charge of the Establishments Unit.
- iii. Handling matters that have direct dealing with followings:
 - a. Appointment letter;
 - b. Provision and compilation of Staff statistical data;
 - c. Compilation and recording of Learned conferences, Seminars, Workshops, colloquia and short courses;
 - d. Internal and External memorandum
 - e. Senior staff annual leave

iv. Collation of promotion papers for Appointment and Promotion Committee Meeting.

E. Secretary/ Membership of various committees

- i. Secretary, Planning and Implementation Committee on Establishment and take off of Faculty of Education, Igbaja Campus.
- ii. Member, University Ceremonial Committee.
- iii. Member, Appointments and Promotions Committee (A&PC) Junior Staff.
- iv. Member, Planning and Implementation Committee on A 2-day Workshop on Basic Teaching and Assessment Skills for Lecturers in Al-Hikmah University.

PUBLICATIONS

D. O. Abdulsalami and S.A, Abdulrauf, Al-bayan fi ulumil-qur'an (Hint on the Studies of Al-Qur'an) first published in May, 2009.

D. O. Abdulsalami "The roles and Responsibilities of the Youths in National Security"

ACADEMIC CONFERENCE ATTENDED

1st National Conference on National Security and Development, organized by College of The Humanities, Al-Hikmah University, held between 12th – 15th May, 2013 at Al-Hikmah University.

SEMINARS/WORKSHOP/TRAINING ATTENDED

- Curriculum Transformation Workshop for Academic Staff of Kwara State College of Education, Oro, organized by Kwara State Ministry of Education, Science and Technology, held between 2nd – 7th March, 2009, at Kwara State, College of Education, Oro.
- Entrepreneurial Skills Acquisition on 16 Industrial Products, organized by Elfchay Industrial Technology in conjunction with Al-Hikmah University, held from 20th – 22nd June, 2011, at Al-Hikmah University, Ilorin.
- A three day National Seminar on improving Registry Administration in the Public Service, organized by Administrative Staff College of Nigeria (ASCON), held from 16th – 18th July, 2013.

- A five day National Seminar on Report Writing and Presentation for Consulting Assignments, organized by Administrative Staff College of Nigeria (ASCON), held from 6th – 10th July, 2015.
- A Month Administrative Training at Postgraduate School, University of Ilorin, Ilorin, Nigeria, from 23rd October – 30th November, 2017.
- A 2-day Workshop on Basic Teaching and Assessment Skills for Lecturers in Al-Hikmah University held from 20th – 21st February, 2018, at Al-Hikmah University, Ilorin.

INTERESTS: Reading and Making Friends

REFEREES:

Dr. Y. K. Jumah

Department of Islamic Studies,
Faculty of The Humanities & Social Sciences,
Al-Hikmah University,
Ilorin, Nigeria.

Dr. R. A. Adebayo

Department of Islamic Studies,
Faculty of Arts,
University of Ilorin,
Ilorin, Nigeria.