

OCHOLI JACOB MONDAY
Abubakar Tatari Ali Polytechnic
School of Management Studies
Department of Business Administration and Management
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PROFILE

Hardworking, willingness to learn fast, determination to excel, ability to work in a team, competent, honest and good human relation.

PERSONAL DETAILS

Name: OCHOLI, Jacob Monday
Date of Birth: 22nd January, 1965
Marital Status: Married
Nationality: Nigerian
Contact Address: Department of Office Technology, School of Management Studies, Abubakar Tatari Ali Polytechnic, Bauchi
Telephone Numbers: 07035000662, 09051410007
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Hobbies: Reading, Travelling

EDUCATIONAL QUALIFICATION

M.Ed. in Office Technology and Management/Secretarial Education	in view
Post Graduate Diploma (PGDE) Education, University of Maiduguri	2007
Higher National Diploma (HND), Secretarial Studies, Federal Polytechnic, Bauchi.	2005
West African Examination Council (WAEC)	1985
First (Primary) School Leaving Certificate,	1980

WORKING EXPERIENCES

Lecturing, Abubakar Tatari Ali Polytechnic (ATAP), Bauchi	2013 to date
Lecturing, College of Administrative and Business Studies (CABS), Azare	2006 - 2013
P.A. - Chairman/Chief Executive, Board of Internal Revenue, Bauchi, Bauchi State.	1999 - 2005
Confidential Secretary - Director of Admin. and Finance, Ministry of Women Affairs and Social Dev., Bauchi	1998 - 1999
Confidential Secretary - Director Engineering Services Ministry of Works, Housing and Land Dev., Bauchi	1993 - 1998

POSITIONS HELD

Ag Head of Department, Office Technology and Management, School of Management Studies, Abubakar Tatari Ali Polytechnic (ATAP), Bauchi	2023 to date
Project Coordinator, Department of Office Technology and Management,	2023 to date

Patron, Office Technology and Management Student Association (OTMSA), School of Management Studies, Abubakar Tatari Ali Polytechnic (ATAP), Bauchi.	2024 to date
Ag Head of Department, Office Technology and Management, School of Information, Office Technology and Management, Abubakar Tatari Ali Polytechnic (ATAP), Azare Campus.	2018 - 2020
Member, Investigation Committee, Abubakar Tatari Ali Polytechnic (ATAP), School of Information, Office Technology and Management, Azare Campus.	2016
Member, Exam Malpractice Committee, Abubakar Tatari Ali Polytechnic (ATAP), School of Information, Office Technology and Management, Azare Campus.	2013
Sitting-in Appointment – Head of Department -	January – December, 2012
Secretary, ASUP Debt Recovery and Audit Account Committee, College of Administrative and Business Studies (CABS), Azare.	2012
Member, Admission Committee, College of Administrative and Business Studies (CABS), Azare.	2012
Secretary, Bauchi/Gombe State Civil Service Exam Committee, College of Administrative and Business Studies (CABS), Azare.	2012
Programme Coordinator, College of Administrative and Business Studies (CABS), Department of Office Technology and Management, Azare.	2011-2012
Project Coordinator, College of Administrative and Business Studies (CABS), Department of Office Technology and Management, Azare.	2010-2011
Member, Time-Table Committee, College of Administrative and Business Studies (CABS), Azare.	2008-2012
Member, Chief Invigilators' Committee, College of Administrative and Business Studies (CABS), Azare.	2007-2012
Member, Exam Malpractice Committee, College of Administrative and Business Studies (CABS), Azare.	2007-2008

PUBLICATION(S)

a. Thesis/Dissertations

- i. Factors Affecting the Performance of Secretaries in the Private Sector (A case Study of Union Bank of Nigeria Plc. Bauchi, 2005.
- ii. Assessment of the Level of Computer Literacy of Secretarial Officers in the Bauchi State Ministry of Education, Bauchi, 2007.

b. Ongoing Research

- i. Skills Needed by Office Technology and Management Graduates for Job Performance in Organisations in Bauchi State, Nigeria
- ii. The Use of E-Learning Facilities for Academic Performance among Office Technology and Management Students in Tertiary Institutions in Bauchi State, Nigeria.

c. Conference Attended and Papers Presented if any

- 2023 Skills for Contemporary Secretarial Communication, Business Writing and Document Handling. Being a paper presented at the Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON), 32nd Annual National Conference and Workshop held at Federal Neuro-Psychiatric Hospital, Yaba, Lagos from 16th to 20th October, 2023.
- 2022 Improving Secretaries' Digital Skills for Decent work in Knowledge Economy. A paper Presented at the 34th Annual National Conference of Association of Business Educators of Nigeria (ABEN), held at Rivers State University of Port Harcourt on the 14th October, 2022.
- 2019 The Office Manager's Role in Relation to Leisure, Tourism and Hospitality Industries for National Development. A Paper Presented at the Academic Annual Conference of the Department of Leisure and Tourism Management and Hospitality Management. Federal Polytechnic, Bauchi in Collaboration with the National Institute for Hospitality and Tourism (North East Zonal Office), Bauchi held on 9th – 11th October, 2019 at Federal Polytechnic, Bauchi.

d. Papers Accepted for Publication

- 2024 Employees' brand fit in Telecommunication context: Does internal Brand Matter? International Journal of Economics and Management Systems. www.ias.org. ID Number iaras-279775290
- 2019 Re-aligning the Secretarial Profession Training to meet the Challenges of the Digital Age. *Sabel International Multi-Disciplinary Journal*, Federal Polytechnic, Damaturu, Yobe State.

- 2018 Entrepreneurial Opportunities Available in the Office Technology and Management Programmes, *Garu Academic Journal*, Abubakar Tatari Ali Polytechnic, Bauchi.
- 2018 Business Prospect for Secretarial Professional in the Technological Environment in Nigeria, *Garu Academic Journal*, Abubakar Tatari Ali Polytechnic, Bauchi.

e. Published Journals Articles

- 2024 progress report on the institutional based research on the office skills needed by employers for job performance of office technology and management graduates in tertiary institutions and business organisations in bauchi state. *Tatari Ali Journal (TAJ)*, 2, I(1), 279-296. ISSN – Online: 2006-6427. www.tatarialijournal.com
- 2023 Secretaries and the 21st Century Digital Skills for Decent Work in a Knowledge Economy, *Kwasu International Journal Education (KIJE)*, 6(1), 185-192.
- 2023 Identification of Available Entrepreneurial Opportunities in the Business Education Programme for Business Education Students. *Garu Academic Journal*, 3(2), 341-354.
- 2022 Secretarial Profession and the Training Needs of Secretaries for the Future Office Work, *Nigerian Journal of Business Education*, (NJBE), 9(2), 159-165.
- 2022 Health and Safety Issues in the course of Secretarial job Performance in Modern Offices. *Garu Academic Journal*, 2(2), 81-92.
- 2021 Evaluating the Effects of Inventory Management on Organisational Performance of Printing Firm in Bauchi Metropolis, Bauchi State. *Garu Academic Journal*, 1(4), 91-97
- 2020 Contextualizing the Roles of the Office Manager (Secretary) as Front Office Staff in the Leisure, Tourism and Hospitality Industries. *Journal of Tourism, Hospitality and Applied Science (JTHAS)*, 2(1).
- 2020 Factors Affecting Academic Performance of First Year Business Education Students in Ekiti State College of Education. *Journal of Education and Practice*, 11(35), 37-41.
- 2019 Towards a Successful Post-Retirement Life: The Need for Entrepreneurship Spirit. Association of Business Educators of Nigeria Conference Proceedings. 6(1), 294-301.
- 2018 Issues in Office Technology and Management Programme and National Development, *Delta Business Education Journal (DBE)*, 8(1), 121-128.
- 2018 Repositioning of Secretarial Training in Abubakar Tatari Ali Polytechnic, Azare Campus Toward Today's Office Demands, *Tatari Ali Academic Journal*, 1(3), 101-115.
- 2014 The Nigerian Entrepreneurs and Corporate Champions as Catalyst for National Security and Dev.: Review of the Business Activities of Aliko Dangote (2014). *Garu*

Academic Journal – A Multidisciplinary Publication of Academic Staff Union of Polytechnic (ASUP), ATAP, Bauchi, 1(1), 157-163.

- 2013 Effects of Professional Risks on the Secretary's Productivity in Public Orgs. (Estab. & Service Matters Bureau, Bauchi, Bauchi State) *Fane-Fane International Multidisciplinary Journal* Production of the Research and Publication Dev. Center (Mal. Idris Aloomo Polytechnic, Geidam) 1(1), 8-16.

PROFESSIONAL MEMBERSHIP

Association of Business Educators of Nigeria (ABEN)

Association of Professional Secretarial Staff of Nigeria (APSSON)

Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON)

REFERENCES

Dr. Hashim Sabo Bello,

Rector,

Abubakar Tatari Ali Polytechnic (ATAP), Bauchi.

E-Mail: hashimsabo@gmail.com (08032926715)

Dr. Matthew Adebayo Aina,

Ekiti State University (EKSU),

Faculty of Education,

Department of Vocational and Technical Education, Ado Ekiti.

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Dr. Faruna Simon Faruna,

Head Branch Services,

First Bank of Nigeria. Ltd.,

Kafanchan Branch, Kaduna State.

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