

TARBO, MFA JOSEPH

6 JAIVBO OJIGBO STREET, UNITY ESTATE, AJAH LAGOS

07034625894

tarbomfa@gmail.com, tarbomfa@yahoo.com

PERSONAL DATA

Date of Birth: November 25, 1988

Sex: Male

Marital Status: Single

CAREER OBJECTIVE

To work effectively with a sense of responsibility, diligence, determination, an unending drive to achieve results and be the best at what ever job I am tasked with to provide quality service thereby enhancing positive change.

A highly numerate and reliable graduate with a strong research record; conscientious and detail oriented, methodical in approach and able to work with teams as well as on own initiative through fresh ideas, different Approaches and individual flair.

EDUCATIONAL QUALIFICATIONS

- **Msc Risk Management and Insurance**
University of Lagos **2018**
(In View)
- **B.Sc (Hons) Economics**
Benue State University Makurdi, Benue State. **2010**
(Second Class Lower
Division)
- **West African Secondary School Certificate Exams (WASSCE) 2006**
- **National Examinations Council Exams 2006**
- **First School Leaving Certificate 2000**

PROFESSIONAL QUALIFICATIONS

- **Nigerian Institute of Management (NIM) 2012**
- **Institute of Professional Managers and Administrators (IPMA) 2012**

PERSONAL SKILLS

- Excellent verbal and written communication skills.
- Very diligent - Good Interpersonal skills
- Ability to lead and influence others/good leadership skills
- Strong organization skills with keen attention details
- Positive attitude and problem- solving skills
- Excellent IT/Computer Skills
- Excellent Economic and Managerial Skills

COMPUTER/IT SKILLS

Bifash Center, Makurdi Benue State

3-month computer training in general computing, Microsoft software, DTP using PageMaker, Corel draw and internet applications

July 2011- October 2011

Grace-Land Computers, Makurdi Benue State

Certificate Course in Desktop Publishing and Data Processing

June 2009 – September 2009

WORK EXPERIENCE

The Concept Group

Position: Head, Portfolio Risk Analysis, Credit Remediation and Recovery **April 2020 – Date**

Access Bank Plc

Position: Risk Analytics Officer (Risk Analytics and Reporting) **April 2019 –Date**

Key Responsibilities:

- Data Integration and management.
- Policies/Framework Update for Subsidiaries
- Automation of ERM dashboard

- Data Integration and Management
- Data Integration and Management
- Daily Key Metrics
- Weekly Board Key Metrics
- Forbearance list update/Review
- RRP Update
- Large exposure monitoring

Diamond Bank Plc

Position: Risk Measurement Officer (Risk Measurement and Special Projects) **January 2018 – March 2019**

Job Functions:

- Research and application of IFRS 9 principles in Risk management,
- Measurement and Reporting of Banks risks by daily computation and reporting the bank's impairment figures,
- All customer ratings based off IFRS 9 principles and develop metrics for customer risk rating and analysis.
- Developing models to measure bank's risk (Credit, Market, Operational and other risks) to mitigate the effects of these risks on the bank's capital and earnings.
- Generation of Risk Management reports to Management and Board.
- Also charged with the responsibility of implementation of the Enterprise Risk Management framework for the bank in line with IFRS 9 principles.

Key Responsibilities are as follows:

- Monitoring and reporting of the bank's Risk Appetite Metrics
- Ensuring compliance with the bank's Enterprise Risk Management road map as per IFRS 9 principles
- Ensuring the implementation of the Basel II & III accord and other risk management related regulatory framework.
- Coordination of risk management projects in liaison with the project office
Operation and refinement of Risk Management tools and Models
Preparation of Loan impairment under IFRS financial statement requirements

Infinite-Solar Solutions Nigeria Limited Utako District Abuja

Position: Accountant and Chief procurement Officer **May 2015 – December 2017**

Job Functions:

- Monitor the general operations of the office and ensure proper, precise and up-to-date book keeping with compliance to office policy.
- Support the director of operations in the review of supplies, execution of contracts; follow up on pending jobs, logistics as per company policy.

- Facilitating the general aspects of procurement operation.
- Working closely with Program, Administration, Finance and HR.
- Being instrumental in supporting program activities through my services.
- Organize meetings with clients and partners as at when due and ensure that discussions and conclusion are documented and circulated among concerned parties
- Schedule meetings with clients on partners on behalf of the company and confirm with them and remind them of their commitments
- Liaise with each engagement team to maintain a list of the client and assignment portfolio and update continually the status of each assignment
- Prepare and update the Business Development Unit team on any opportunities and follow up with the staff responsible
- Pay attention to leavers, staff on maternity and sick leave
- Provide adequate administrative support to managers, partners and senior partners

Kaymu Nigeria. 2013 - 2015

Position: Merchant Acquisition Specialist

Job Functions:

- Acquisitions of Merchants to sell their products on the e-Commerce website
- Management of Sellers on the website
- Assisting sellers with delivery and general logistics

Solar World L'afri c Lim ited

AP Plaza 100 Adetokunbo Ademola Crescent Wuse 2
Abuja, FCT **November 2012- May 2013**

Position: Company Accountant and Logistics Director

Job Functions:

Monitor the general operations of the office and ensure proper, precise and up-to-date book keeping with compliance to office policy.

Receive, distribute, and respond to general office correspondence

Prepare and check accuracy of reports, requisitions, vouchers, purchase order and proforma invoice

Organize and maintain office information, records and input information to computer files. Assist with the scheduling of interviews, preparing training materials and making travel arrangements as needed.

Responsible for keeping track of current inventory of materials available and alerting the company for needs when necessary

Managing incoming telephone inquiries and electronic mails and See to it that items are received in due course.

National Youth Service Corps. December 2011- October 2012

Solar World L'afric LTD

AP Plaza 100 Adetokunbo Ademola Crescent Wuse 2 Abuja, FCT

Position: Head Logistics/Stock and Executive Business development officer

Airtel Nigeria, Makurdi Shop. March 2011 – October 2011

Ogiri Oko Road, Opposite CBN Makurdi Benue State

Position: KYC Client

REFERENCES

Available on demand

