



ONYEKA ANGELA OBA

CONTACT

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SKILLS

- Proficient in the use of Microsoft Office Tools and Knowledge of SAGE Accounting and quick books
- Skilled user of an integrated business accounting software, BUSY and XERO accounting software
- Critical Thinking and good Analytical skills
- Strategic Finance and Budgeting skills
- Business development skills
- Creative problem solving and detail oriented skills
- Excellent customer service and Interpersonal skills

PROFESSIONAL SUMMARY

I am proactive; an avid learner, a result oriented professional with very good organization skills and above average ability to meet deadlines and schedules. Calm under pressure and have great interpersonal and communication skills required to work as part of a high performing team.

WORK HISTORY

Financial Product Analyst 03/2020 to Current
Rosabon Financial Services -

- Collected, reviewed and interpreted real-time and long-term geological data for use in sales performance and portfolio reports.
- Develop strategies to ensure effective product administration and simplification.
- Monitor the effectiveness of existing products against guiding goals & optimize existing products to ensure its validity in the market
- Developed and implemented real-time data interpretation and communication strategies for field investigations.
- Develop and optimize financial models to aid product adoption
- Report and presentation of all research and analysis

Finance Officer 01/2018 to 09/2019
Alpha Morgan Capital Managers Limited

- Maintained daily, monthly, quarterly, and annual financial accounts
- Proficient use of spreadsheet in Preparing Investment / Loan certificate for clients.
- Prepared payments by verifying documentation and requesting disbursement.
- Handled confidential information with honesty and integrity.
- Telemarketing/Provided excellent customer services at all times.

ACHIEVEMENTS

- Strategic team member in development of a retail marketing product, Alpha Morgan Invest mobile application.
- Increased the company's brand visibility via Telemarketing, Market storms and Social media
- Increasing the loyalty and satisfaction of both new and existing customers by offering excellent customer service, a proven record of client networking and accomplishment in resolving complex client issues.

Administrative Assistant
Ken Charleston & Associates

11/2010 to 01/2012

- Managing and reviewing filing and office systems on a regular basis to correct errors, if exists any.
- Managing diaries and organising meetings and appointments. Booking and arranging travel, transport and accommodation.
- Organising events and conferences.
- preliminary drafting of correspondence on the manager's behalf.

- conducting research & preparing presentations

EDUCATION

BSc : Banking and Finance, 2017

Nnamdi Azikiwe University

GPA: 3.4/5.0

Diploma of Higher Education : Banking, Finance, 2013

Nnamdi Azikiwe University

WASSCE/NECO : Federal Government College, Odogbolu, 2010

First School Leaving Certificate, Nazareth Nursery and Primary School,

2003