

Oluwafunmilayo Bamigboye

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PERSONAL SUMMARY

Highly adaptable Mass Communication Graduate whose core competencies cover Research, Risk Assessment, Reporting and Control, Budgeting, Performance Management, Organization Development, Business Development and Stakeholder Management. I am passionate about process improvement and proffering solutions to aid business growth.

Experience in several industries, including Logistics, Beauty, Manufacturing, Healthcare, Hospitality and Legal.

PROFESSIONAL EXPERIENCE

August 2020 – Present
Compliance Officer, Templars, Victoria Island, Lagos

Responsibilities and Achievements

- Conduct reviews of the accounting practices and operations in order to assess adherence to policies and regulations.
- Consult with the team to identify root causes of non-compliance
- Provide guidance and recommendations on corrective actions or risk mitigation strategies, to ensure proper implementation.
- Developed reporting templates to aide efficient financial reporting.
- Ensuring that appropriate disciplinary measure for regulatory breach are being followed to avoid future recurrence.
- Coordinating and scheduling training for employees in the accounts department.
- Ensuring the monthly reports are dispatched to management and on time.

April 2019 - Present

Executive Assistant, Templars, Victoria Island, Lagos

Responsibilities and Achievements

- Develop internal templates to enable efficient reporting and planning.
- Research and provide advice on various HR/Business process policies such as: Career Development, Operating Procedures, Accounting procedures etc.
- Compile and Analyse employee data for assessment and evaluation processes.
- Handle communication with clients and other employees, manage client information and ensuring data is up to date.
- Diary management which includes liaising with internal and external stakeholders across multiple time zones.
- Tracking of documents including proofreading edits executed by Lawyers.
- Manage travel arrangements which includes planning itinerary, hotel management, transportation management etc.
- Secretarial duties which includes but not limited to answering calls, forwarding messages, ensuring every matter has been opened, electronic and paper filing.

December 2015 – April 2019

Accountant, Audeo – The SME Champion & Co

Responsibilities and Achievements

- Managed stock and eliminated theft by employees after implementing internal control processes.
- Prepared Monthly Financial Statements and managed revenue expectations with the use of a trend analysis template prepared by me.
- Amended payroll to prevent deteriorating financial fundamentals and excessive debt due to reduction in revenue and maintained the financial health of employees by introducing other benefits.
- Carried out the Due Diligence on behalf of clients to determine the net worth and liquidity of companies before any acquisition was carried out.

- Coordinated and manage brand visibility which involved the development of the company's weekly newsletter.
- Developed and managed schedules, work plans & reporting to ensure efficient delivery to time and contract terms.
- Managed Budgets and ensured that expenses were within the range.
- Supervise Staff on Engagements and provide assistance when required.
- Migrated clients from manual accounting processes to software.
- Played a key role in managerial decisions with the use of the financial reports prepared and recommendations made.
- Provided Financial and Administrative support where clients had to undergo restructuring.
- Managed monthly stock count and assets verification.
- Reconciliation of sales and cash received to assist in tracking receivables.
- Reconciliation of money disbursed for petty cash and the money spent.

TRAINING/ PROFESSIONAL CERTIFICATION

2020: SAS Visual Business Analytics (Coursera)
2020: Initiating and Planning Projects (Coursera)
2020: Managing Project Risks and Changes (Coursera)
2016: SAGE Software

QUALIFICATIONS

Babcock University
B.A. Mass Communication – Second Class Upper Division 2014

REFERENCES

Available on request