
OGUNWANDE, SODIQ TUNBOSUN

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SUMMARY

Proficient Investment Officer with 2 years' experience in investment operations and reconciliation. Demonstrated experience in reconciliations, working with complex models for equities valuation, and handling fixed income and/or equities trade settlements for portfolios across different sectors. Excellent presentation and oral skills. A reliable team player with the ability to take on demanding tasks and responsibilities within a fast-paced environment and ensure quality service delivery at all time.

SKILLS AND EXPERTISE

- Ability to excel within a team.
 - Proficient in Microsoft Excel and PowerPoint.
 - Strong skills in market and industry research.
 - Time Management.
 - Customer Relationship Management.
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EXPERIENCE

INVESTMENT OPERATIONS

AXA Mansard Nigeria

May 2019 – Present

- Created and modified reconciliation models and process flows that helped improved the reconciliation turnaround time.
- Work with models developed for pricing various unitized funds, conducting weekly reports and analysis on equities and fixed income trading activities and ensure proper transmission to appropriate department.
- Reconciliation and posting of investment in Diversified portfolios.
- Process and ensures settlement of trade transactions such as equities, fixed income, structured products, and other investment instruments.
- Analysis of investment portfolios, calculate Net Asset Value for various funds, determine prices for unitized portfolios such as the equity income fund.
- Created a more efficient model to reconcile trade settlements, subscriptions, and redemptions of various mutual funds.
- Reconciliation of Custodian assets holdings for the mutual funds.
- Worked with external reconciliation parties for audit purposes.

PERSONAL LENDING (SALES)

Page Financials

Feb – May (2019)

- Analyzed client's statement to confirm Debt-To-Income (DTI) ratio which is key in ascertaining loan amount accessible by the client.
 - Carried out due diligence on client by confirming the authenticity of the KYC documents tendered.
 - Prepared weekly and monthly performance reports.
 - Worked closely with risk management and operations team to facilitate swiftly disbursement of funds to client within the stipulated time frame promised.
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EDUCATION

• **B.SC. Mathematics**

2016

Osun State University, Osogbo, Nigeria

PROFESSIONAL QUALIFICATION

- Chartered Institute of Securities and Investment (UK)
- *Level III certificate in wealth management* **2020**

