

## **Awofeso, Albert Adetayo B.Sc., ACIB**

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### **Personal Details**

Date of Birth: June 17, 1997  
Gender: Male  
Marital Status: Single

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### **Career Profile**

Albert is a seasoned and highly motivated individual with an alluring profound passion for business, investment and community development; with great interpersonal skills I add value to an organization, aiming at excellence, meeting objectives and surpassing expectation.

I am a dynamic professional with verve and a penchant for optimum result, proven ability to lead and work with a motivated team, with a bid to improve efficiency and effectiveness of organizational functions specifically in audit and assurance, finance, and general administrative operations.

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### **Skills & Competence**

- Time management.
  - Analytical and communication skills.
  - Able to motivate and lead a team on a project.
  - Proficient in Microsoft Office Applications.
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### **Work Experience**

#### **Ecobank Nigeria**

#### **Reconciliation Officer (October 2019 to March 2021)**

##### ***Duties:***

- Prepared proof for E-banking products daily.
- Ensured customers get value for their transaction and handle dispute where necessary.
- Investigated E-banking accounts to reduce the bank's exposure to loss.
- Ensured recovery of funds where applicable and safety of bank funds.
- Advised entries to ensure faster treatment of transaction.
- Prepared monthly audit report and render advise to assist management make decision.

The major accounts managed include:

- Remitta
- Visa Card and Point of Sale (POS)
- Verve Card and POS

- NIP Mobile Transfer

### **PowerPal Limited**

#### **Finance Accountant (January 2019 to August 2019)**

##### ***Duties:***

- Prepared and analysed invoice for customers.
- Drafted monthly pay roll for management.
- Assisted in the training of junior members of staff.
- Reviewed client's request and rendering professional advice.
- Involved in business process review of clients' operations, identifying the risk areas and advising on controls to put in place.
- Assisted in planning and executing of statutory and non-statutory assignments.

### **Edenfield Investments Limited (NYSC)**

#### **Finance Accountant (January – December 2018)**

##### ***Duties:***

- Prepared monthly management accounts and cash flow statements.
- Carried out substantive procedures to ascertain completeness, existence, accuracy, valuation and presentation of account balances and proposing adjustments where necessary.
- Monitored day to day financial operations of the company.
- Prepared weekly Investment schedule.
- Reviewed company's finances and provide financial decisions to the Managing Director.
- Ensured prompt and effective call over of transactions as per approved threshold.
- Reviewed and updated the daily forex rate and lending rates as advised by CBN

### **Sterling Bank PLC (INTERN)**

#### **Corporate Banking (June – July 2016)**

##### ***Duties:***

- Facilitated transactions processes for Oil Companies payments.
- Ensured proper recording of transactions.
- Preparation of Form M for customers.

### **Membership**

- Member of Membership Development and Services

**July, 2020 – till date**

##### ***Duties:***

- Reviewing the present syllabus of the institute
- Carrying out awareness programme to encourage more bankers register as members of the institute.

### **Volunteer**

- Young Shapers Club

**June, 2019 – till date**

##### ***Duties:***

- Assisting in raising funds to assist Internal Displaced People (IDP)
- Carrying out series of E-learning programme at various schools to enlighten both teachers and students.
- Monitoring and distribution across various schools.
- Evaluation of projects and giving feedback on their status

- Assisting in registering IDP students back to school.

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### Educational Qualification

- Covenant University, Ota, Ogun. July, 2017  
***B.Sc. Banking and Finance (2nd Class Upper Division)***  
 4.46/5.00 **CGPA**  
***Relevant Coursework***  
 - *Portfolio management and Risk Appetite*  
 - *Micro and Macroeconomic Policy*  
 - *Decision Tree*
- Engreg High School, Palm Groove, Lagos. July, 2013  
***Senior Secondary School Certificate (SSCE)***

### Professional Status

- Chartered Institutes of Bankers (CIBN) July, 2020  
***Relevant Coursework***  
 - *Risk management and mitigation*  
 - *Basel Accord and Basel Committee*  
 - *Forex Forecasting and Exchange Rate Mechanism*
- Chartered Institute of Management Accountants (CIMA) In view  
***Strategic Level***  
***Relevant Coursework***  
 - *Performance Management and Business Ecosystem*  
 - *Balance Scorecard, Ethics and Value Chain*  
 - *Digital Management and Feasibility Study*

### Other Certification

- Certificate of Leadership Development July, 2017
- National Youth Service Corp December, 2018

### Awards

- Best Male Graduating Student (**Banking and Finance, Covenant**) July, 2017
- UBA Award for Exceptional Performance in **CIBN** August, 2019
- Best Student in Practice of Banking (**CIBN**) August, 2019

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### References

Available on request.