

FEMI ISHOLA ONI

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08066134597

PERSONAL DATA:

Sex: Male.
Marital Status: Single.
State of Origin: Kwara.
Local Government Area: Ifelodun.
Nationality: Nigerian.
Date of Birth: October 24, 1986.

SCHOOLS ATTENDED & QUALIFICATIONS OBTAINED WITH DATES:

University of Benin, Benin City: **B.Sc., Economics and Statistics (Second Class Upper Division).** 2015
Coker Secondary School, Coker Village, Orile: Senior Secondary School Certificate (**WAEC**). 2004
Alaba Oro Primary School, Suru Alaba: First School Leaving Certificate. 1998

TRAININGS & CERTIFICATIONS:

Phillips Consulting Limited: Finance and Accounting for Non-Finance Professionals March, 2021
LinkedIn Learning: **Diversity, Inclusion and Belongings for All.** November, 2020
LinkedIn Learning: **Become a Project Manager** November, 2020
LinkedIn Learning: **Master In-Demand Professional Soft Skills.** September, 2020
LinkedIn Learning: **Become a Financial Analyst.** August, 2020
LinkedIn Learning: **Become a Data Analyst.** August, 2020
LinkedIn Learning: **Digital Transformation in Practice: Virtual Collaboration Tools.** July, 2020
Financial Institutions Training Centre (FITC): Business Analysis with Microsoft Excel. March, 2020
Coker & Castle Nigeria Limited: Business Comm./Interpersonal Skills/ Customer Service. July, 2019
Nsesa Foundation: **Introduction to Programming** June, 2019
Dataville Research LLC: **Graduate Internship in International Development.** April, 2019
Google Digital Skills for Africa: **The Fundamentals of Digital Marketing.** June, 2018

SKILLS & ATTRIBUTES:

*Computer skills * Strategic & Critical thinking * Analytical mindedness * Resiliency
*Effective communication skills *Finance & accounting *Cleverness * Integrity & transparency
*Problem solving skills *Teampay *Continuous improvement mindset * Emotional intelligence
*Innovation and creativity *Leadership skills *Reliability *Remote working skills

WORK EXPERIENCE WITH DATES:

Coronation Registrars Limited June, 2019 till date.

Plot 009, Amodu Ojikutu Street, Victoria Island, Lagos.

Unit: Finance & Strategy

Position: Dividend Payment & Reconciliation Officer.

: **Team Member, Finance & Strategy (Member, Ecosystem Finance & Strategy Club).**

: **Unit Champion, ISO IMS Project (IMS - ISO 27001 and ISO 22301).**

Functions in Dividend Payment and Reconciliation:

- Download dividend data from application and process payments.
- Prepare dividend payment reports.

- Upload successful payments on application.
- Reconcile daily dividend payments and accounts.
- Prepare weekly cash flow report.
- Analyze dividend data and make projections.
- Prepare dividend payment monthly report.
- Track payments via bank.
- Liaise with banks and other external service providers.
- Raise internal memos for dividend payments.

Functions in Finance & Strategy:

I work with the Head, Finance & Strategy and other members of Ecosystem Finance & Strategy Club by doing the following:

- Contribute to research documents for presentations to be delivered to senior management/ecosystem.
- Assist in analyzing models.
- Assist in reviewing various reports and policy documents (including SLAs) and share insights.
- Assist in reviewing potential new investments.
- Assist in developing documents to solve key strategic and operational issues in the company/ecosystem (standardization).
- Draft and review letters to client companies, regulatory bodies and governments.
- Prepare and process funds transfers.
- Attend monthly performance review (MPR).
- Assist other sub unit when necessary
- Perform other tasks as assigned by the unit head.

Functions in ISO IMS Project:

As the IMS Champion, my duties are outlined (but not limited to), in line with the IMS Standards, as follows:

- Promote IMS procedures and best practices within departments / units.
- Encourage and promote a culture of continuous improvement.
- Act as a central point of contact for advice on IMS.
- Be available for training and facilitation of IMS awareness and competence among staff.
- Attend relevant "Participation & Consultation" meetings on good practices and sharing own departmental / unit experiences.
- Contribute to IMS initiatives by actively liaising within departments on BIA, risk assessment, IMS assurance and IMS review processes.
- Being proactive in ensuring Heads of Departments/units and colleagues within departments are kept up to date with key developments relating to IMS.

Michelle and Anthony Consulting Limited

January, 2018 to July, 2018.

11a, Olu Akerele Street, Off Obafemi Awolowo Way, Ikeja, Lagos.

Position Held: Client Service & Administrative Officer (**Team Lead**).

Functions:

- Prepare payroll.
- File receipts and invoices.
- File documents of newly acquired clients.
- Interface with and attend to clients' enquiries.
- Conduct research on schools and available scholarships.
- Process admission for clients.
- Advertise company's services on online.
- Contact schools for information and promotional materials.
- Oversee the work of team members and provide support where required.

B and N International Limited

July, 2017 to September, 2017.

1A, Okoawo Street, Off Kareem Ikotun Street, Victoria Island, Lagos.

Position Held: Procurement Officer.

Functions:

- Prepare purchase orders and send copies to suppliers.
- Perform buying duties when required.
- Track status of requisitions and orders.
- Prepare, maintain and review purchasing reports and pricelists.
- Search for suppliers online and offline to gather information on products to be delivered.
- Check deliveries to ensure orders have been filled correctly and goods meet specifications.
- Contact suppliers to expedite deliveries and resolve shortages, missed or late deliveries and other problems.

Jumia Mall Nigeria

June, 2017 to June, 2017.

11b, Commercial Avenue, Sabo, Yaba, Lagos.

Position Held: Customer Service Intern.

Functions:

- Assisting in the selling process for customers and generate additional sales.
- Effectively manage large amounts of incoming calls.
- Actively engage customers in phone conversations/emails to answer their questions, respond to enquiries, provide information, and give necessary support/advice within the time limits.
- Build sustainable relationships of trust through open and interactive communication.
- Handle special requests and complaints of customers.
- Ensure follow-up through emails, phone, or any required means.
- Meet personal/team targets and call handling quota.

National Youth Service Corps, Oyo State

April, 2016 to April, 2017.

Muslim Grammar School, Sepeteri, Osaki-East, Oyo State.

Position Held: Economics & Commerce Teacher.

Functions:

- Teaching of the following subjects:
 - I. Economics
 - II. Commerce
 - III. English Language
 - IV. Civic Education
- Support the schools in other areas as required.

Independent National Electoral Commission (INEC)

February, 2015 to February, 2015.

INEC Office, Egor Local Government, Benin City, Edo State.

Position Held: Assistant Presiding Officer (ad-hoc).

Functions:

- Assist the presiding officer (PO) to collect and document materials received.
- Works under the supervision of the presiding officer.
- Ensures that there is flow and proper arrangements of the voters.
- Ticks the name of the voter registry.
- Assist with the sorting and counting of ballot papers and materials.
- May manage a voting point if need be.

Havilah Microfinance Bank Limited

September, 2008 to March, 2010

47, Old Ojo Road, Opposite Festac Town First Gate, Lagos.

Position Held: **Cash Centre Head**

Function:

- Deposit mobilization.

- Ensure customers' accounts are accurate and up to date.
- Market scanning and intelligence.
- Advise customers and attend to their enquiries.
- Inspection of other cash centres.
- Ensure customers repay loans.
- Contribute to improvement of existing products and development of new ones.

Cordros Capital Limited

January, 2008 to August, 2008.

70, Norman Williams Street, Ikoyi, Lagos.

Position Held: Verification Officer (Casual).

Functions:

- Assist in preparing share certificates for verification and dematerialization.

Ebesun Company Nigeria Limited

September, 2006 to December, 2007.

7/11, Dairo Street, Off Moradeyo Street, Kuje-Amuwo, Lagos.

Position Held: Production Supervisor.

Functions:

- Organize and monitor workflow on the production floor.

HOBBIES:

Reading, surfing the internet, watching movies, teaching, playing football and listening to music.

REFERENCES:

Mr. Anthony Justin.

Renaissance Capital Limited

1B, Keyboard Bank Crescent, Off Adeyemo Alakija, Victoria Island, Lagos.

Telephone: +2347036432505; +2348075090062.

Email: tony.justin@live.com

Mr. Marcus Ajide.

FCT Universal Basic Education Board

Headquarters Quality Assurance Office, Garki, Abuja.

Telephone: 08035952719; 09097952719.

Email: jmkajide@gmail.com

Pastor Taiwo Ayanwale Sunday.

Oore Oofe Baptist Church

Sepeteri Community, Saki East, Oyo State.

Telephone: 08108090549

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