

FAITH IKE

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PROFESSIONAL PROFILE

- **Treasury Officer** with over 3 years' experience in financial planning, analysis and projection.
- Able to effectively communicate complex financial information in a clear, concise way.
- Skilled at identifying trends in financial performance and providing recommendations for improvement.

SKILLS

- Financial systems and records
- Payroll, general ledger, journal entries
- Accounts payable and receivable
- Account reconciliation
- Cash flow management
- Strategic and long-term financial planning
- Regulatory compliance
- Financial data/trend analysis

PROFESSIONAL EXPERIENCE

Great Nigeria Insurance Plc, Ikoyi
Treasury Officer

Dec 2018 Till Date

- Payment of expenses (OPEX& CAPEX),
- Settlement of Life Assurance claims,
- Payment of Co-Assurers and Reinsurance Premiums,
- Preparation of Treasury budget,
- Preparation of bank reconciliations & proof of General Ledger Account Balances,
- Payment & Filing of tax returns with the Tax Authorities,
- Prepare and submit statutory returns within the predefined timeline,
- Liaise with the external auditor for financial and regulatory matters,
- Manage accounts payable and receivable.

Royal Exchange Plc, Oshodi
Treasury Officer

May 2018 - Nov 2018

- Prepare and submit quarterly returns within the predefined timeline,
- Expedited cash flow management and tracking.
- Preparation of Treasury budget,
- Manage accounts payable and receivable,
- Performed weekly reconciliation of all bank accounts.

Treasury Intern

Jan 2017 - April 2018

- Deposit and withdrawal of funds from the banks,
- Settlements of insurance claim,
- Prepared monthly revenue analysis,
- Performed weekly reconciliation of all bank accounts,
- Payment and Filing of tax returns with the Tax Authorities.

EDUCATION

Houdegbe North America University

2012 - 2015

B.Sc. Accounting

- Second class upper division

Ahmadu Bello University Zaria

2021 - 2023

- MBA Finance and Investment (In View)

PROFESSIONAL CERTIFICATIONS

- Associate Chartered Accountant (ACA)

In View