

OLADAPO DEBORAH.O

Chartered Accountant

No 1 Osunlalu Street, Off Oyatogun Street, Aguda Ogba, Lagos.

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08069347328

PROFILE SUMMARY

Experienced and meticulous Financial control and fund management professional with 6 years of contributing to business profitability. Accurately ensures the financial reporting and documentation process comply with international financial reporting standards as well as generally accepted accounting practices. Good grasp of economic, accounting, and financial principles. Established and Maintained healthy relationships. Successful at steering financial plans, managing and maintaining growth of funds/assets and monitoring regulatory issues for business growth.

AREAS OF EXPERTISE

- Financial Analysis and Reporting
- Fund Management
- Team and Performance Management
- Impressive Problem-Solving Skill
- Inter-personal and Communication Skill
- Proficient in Use of Microsoft Teams and Zoom

SOFTWARE SKILLS: MS Office Suite, Peachtree, Zanibal, ORION (Manufacturing Software), Hi-Portfolio, Deluxe software, Info ware ERP, Cloud Integra and Bank One.

EDUCATION

2018-01 - 2020-12	Master of Science: Management <i>University of Lagos - Akoka, Lagos</i>
2008-11 - 2012-09	Bachelor of Science: Accounting <i>Joseph Ayo Babalola University - Osun State</i>

PROFESSIONAL QUALIFICATIONS

- Associate Membership (ACA) of the Institute of Chartered Accountants of Nigeria (ICAN) **2015**
- Associate Membership (ACSI), Chartered Institute of Securities, and Investment (CISI) **2020**
- Association of Chartered Certified Accountants (ACCA) **In View**

PROFESSIONAL EXPERIENCE

- **December 2020- Till date**
 - **Alpha Morgan Capital Managers Ltd, Victoria Island, Lagos**
- Position- Deputy Chief Financial Officer**

1. Creating Fixed deposit account for booking of Investment
2. Assist to prepare Monthly Management Performance Reports for Alpha Morgan Capital Managers Limited and its subsidiaries.
3. Preparation of Net Liquid Capital Report for MBSL -a subsidiary of Alpha Morgan Capital Managers Limited
4. Preparation of quarterly Sec Returns for a subsidiary of Alpha Morgan Capital Managers Limited
5. Ensuring proper capturing and treatment of financial transactions in the books of Account.
6. Managing fund and liquidity and generating company's cash flow/ liquidity snapshot.
7. Prepares comprehensive, proactive, and timely financial and management information, including bank reconciliation.
8. Prepares Board Papers for Board Meetings of Alpha Morgan Capital Managers Limited
9. Booking of all accruals, prepayments, and month end provisions in the respective months they are incurred.
10. Liaison with bank and regulatory officials on related matters

- **November 2019- December 2020**
 - **ARM (Asset and Resource Management) Investment Managers, Ikoyi, Lagos**
- Position- Fund Accountant**

1. Creating and Booking of Security Investment and Loan Facility
2. Maintaining close watch on financial and operational performance of different funds and made proactive adjustments to keep portfolios in conformance with plans.
3. Daily Treatment/Posting of Fixed Income transactions (BankDeposits/T-bills/Commercial Paper/Bonds)
4. Preparation of Quarterly/Monthly Reports for respective portfolios
5. Weekly/Daily Pricing Of financial instruments
6. Approval of Standing Instruction/Redemptions/Withdrawals for clients as at when due
7. Approval of Prices and End of day for all funds and institutional portfolios On Deluxe
8. Investigating market changes and devised approaches to take advantage of emerging opportunities.

- **March 2018- November 2019**
 - **Pan-African Capital Holdings Limited, Victoria Island, Lagos**
- Position- Finance Analyst/Head of FINCON Operations/Fund accountant**

1. Daily Valuation of Mutual Funds (Money market fund, Fixed income Fund and Balanced Fund)
2. Conducting Monthly bank reconciliation
3. Preparation of Financial statement for the mutual Funds (Asset Management) and parent company (Pan-African Capital Holdings)
4. Weekly preparation of Liquidity Report
5. Liaison with bank officials on related matters such as fund transfer, placement of funds and so on

6. Accurate posting of receipt and payment of funds in respect of deposit and redemption of investment respectively
7. Preparation of PanAfrican capital Holding financial statement and other relevant schedules.
8. Reconciliation of specific assigned account/ledgers monthly to ensure that balances in the ledger are accurate with investment schedule.
9. Ensuring accurate entries in respect of purchase and liquidation of Treasury Bills transactions to ensure proper termination and booking of new treasury bills and Commercial Papers.
10. Posting of daily transactions both receipts and payments for the mutual funds and Holding company
11. Supervise the work of all members of FINCON operations.

- **February 2016- November 2017**
- **Hello Products Limited (A subsidiary of Jagal Group)**

Position- Accounts Officer

1. Preparation of quarterly margin statements.
2. Carrying out monthly stock count of all raw materials and finished goods and sending of report to management for decision making.
3. Posts customer payments by recording cash, cheques, verifying, and entering transactions from bank statement using the Orion ERP.
4. Updates receivables by totaling unpaid invoices for the debtors and sending weekly reports.
5. Quarterly comprehensive reconciliation of stock ledger account with stock valuation report.
6. Reconciliation of specific assigned account/ledgers monthly to ensure that balances in the ledger are accurate with corresponding entries such as trade debtors, prepayment, creditors.
7. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Research any discrepancies by checking bills, invoices, sales receipts, and bank deposit records, verifying totals, and preparing report.
8. Booking of all fuel dispensed to staff and conducting weekly reconciliation by dipping fuel to ascertain the physical quantity as compared to the stock balance on the system.
9. Filling of application for Letter of Credit (LC) and other import related transactions and costing procedures
10. Booking of all accruals, prepayments, and month end provisions in the respective months they are incurred.
11. Conducting fixed asset verification.

- **July 2014**
- **Way and Life Concepts Limited (Real estate firm)**

Position- Accountant

1. Calculations and statistical analysis of the company's day to day financial expenditures.
2. Demonstrates products & services to existing/potential customers and allocation of land as at when due.
3. Preparation of staff payroll.
4. Disbursing and reconciliation of petty cash box for the company.

ACCOMPLISHMENTS AND TRAININGS

- Best Staff of Finance Department in Hello Products Limited (2016)
- Best Graduating Outstanding Accounting Student in Joseph Ayo Babalola University (2008-2012)
- Anti-Money Laundering and Counter Terrorist Financing (Pan-African Capital Holdings Limited)
- Investment Analysis and Portfolio Management Training At FITC

References

Available On Request