

SHLOTAN MAYOWA ABOLAJI.

E-mail: sholotanmayowa@yahoo.com

Phone: 07064240557

ADDRESS: Block 11, Flat 1 sunshine estate, Agege, Lagos.

EDUCATIONAL QUALIFICATION

University of Abuja, Gwagwalada, Abuja

2010 – 2015

B.Sc Accounting Second Class (Hons.)

WORK EXPERIENCE

Senior Portal Client Access Officer, First City Monument Bank

Feb 2020- Till date

- Generating internal report for management decision making and also maintain and reconcile the books of account of the SBU's.
- Maintain records of all data and evaluate it to recommend product improvements. Liaise with various departments in preparation of departmental budget.
- Prepare duties in a manner that reinforce data integrity and confidentiality
- Update account Receivable & Payable and Perform reconciliation of my SBU
- Monitor, review and evaluate internal control expense system that may affect financial result
- Maintain positive working relationship with team and management
Assist vendors to payment collection directly to their bank account and manage all vendors profiled on Web application linked to the bank.
- Manage all the product the bank offers such as Etranzact, IPG, Remitta, Ebills, Paydirect etc and profile merchants on Arbiter 1.0 & Arbiter 2.0 managed by Interswitch in other to settle dispute at vendors backend and reopen defaulted claims.
- Onboard merchants on Paystack, resolve all issues that arise from merchant backend and also maintain every transaction consummated on the platform.
- Onboard merchants on Mastercard Payment Gateway Service (MPGS) and review the SLA and MDA bilateral agreement before engaging legal.
- Liase with Nigeria Inter-Bank Settlement System Plc (NIBSS) in other to resolve issues on CentraPay and NQR onboard merchant on the platform.
- Presented a professional and friendly first impression to clients and also received & send out mails to proffer resolution.

Finance Associate, Arkounting Business Concept

July 2018 –Jan 2020

- Preparation of Financial Statement of SMEs across various industry in the country
- Classifying bank statements & bank transactions, cash book and company records for SMEs
- Laise with Finance Manager and ensure all financial transactions in compliance with financial policies and regulations.
- Maintain proper books of accounts and general financial statements that can guide decision making of the organization.
- Prepare duties in a manner that reinforce data integrity and confidentiality
- Conducted INDUSTRIAL ANALYSIS with a team of 3 employees
- Prepare and maintain fixed assets register of all company fixed assets.
- Review expenses, send invoices and follow up to client & Maintain and update financial files and records of client activities
- Team work and collaboration in preparation of NGO, churches etc financial statement
- Follow up on client and preparation of monthly financial statement
- Establish, maintain, reconcile and post Journal entries of all transactions are recorded
- Timely and accurate information in monthly, quarterly and yearly report
- Preparation of account payable and receivable

Asst. Project Manager, Eagle Logistics Ltd, Lagos State

May 2017 –Jun 2018

- Preparation of weekly activity report.
- Presenting a professional and friendly first impression to clients and send out mails.
- Preparation of financial report.
- Carry out fieldwork properly and documenting all information to these field work as per the quality standard
- Supervise the activities of all workers under my zone and make sure they work according to the set standards
- Preparation and payment of tax (VAT)

- Learning the proper functioning of audit programs
- Carry out fieldwork properly and documenting all information to these field work as per the quality standard.
- Examining and scrutinizing statement of financial position and performance.
- Presenting a professional and friendly first impression to clients receives and send out mails.
- Preparation of financial report.
- Computation and Filling of tax returns to relevant tax authority.
- Auditing & investigation of financial statement & organization's operational system

MEMBERSHIP, TRAINING & CERTIFICATION

Certified in Introduction to corporate Finance	2019
National Youth Service Certificate	2017
Skills Acquisition & Entrepreneurship Development Training (ICT)	2016
ICAN (Professional level)	(In View, 4 papers remaining)
Masters in Banking and Finance	(In View)
Chartered Institute of Bankers of Nigeria	(In View)

PERSONAL SKILLS

Account reconciliation specialist, Microsoft Excel, Word, Power point, Good attention to detail, Leadership, Time management & Team player, Auditing & Ability to reflect on one's own work as well as the wider consequences of financial decisions.

PROFESSIONAL SKILLS:

Gaap and Statutory Reporting, Cash Flow Analysis, Budget analysis, Advance Bookkeeping Skill.