

# AJAYI OLUFEMI STEPHEN

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DATE OF BIRTH: November 7, 1990

ADDRESS: 3RD Avenue, R Close, House 4, Festac, Lagos.

## **PROFILE:**

I am an excellent professional with diverse experience in Treasury operations, wealth management and customer engagement. I have a demonstrated history of strong leadership abilities, relationship management skills, team building capabilities as well as excellent communication and presentation skills.

## **WORK EXPERIENCE:**

**NOV 2019 - Present:**      **Titan Trust Bank, Victoria Island Lagos.**  
*Treasury Analyst*

### *Responsibilities:*

- Coordination of Funds Transfer and Money Market and Securities Units(RTGS)
- Supervision of Treasury transactions processing (Treasury bills, Commercial Papers/Bankers Acceptance, Bonds and other money market and FX products)
- Review of GL and account proof of Treasury Operations department
- Processing of Treasury bills and bonds for primary and secondary market
- Communicate, implement and monitor compliance with regulatory and internal policies on Treasury Operations
- Interbank FX Placements, takings, Purchase on behalf of the bank
- Processing of Fixed/Term deposits for customers
- Coordination of all treasury transactions (Treasury bills, Bonds and other money market and FX products) and ensuring prompt settlement through various settlement platforms.
- Manage sales and purchases of Fixed income securities to and from Non- Bank financial institution, Pension funds Administrators, Asset Managers, Insurance, Trustees, Multinational companies, High Net -worth individuals and all Bank's clients
- Processing of FX treasury Products Derivatives; Spots, FX, Forwards/Futures, currency Swaps
- Interbank REPO processing an ensuring prompt settlement
- Effective communication with offshore account officers ifo of the Bank.
- SME /Retail bid processing for customers.
- Advise ALM team to achieve optimal liquidity management

**AUG 2017 – OCT 2019:**      **Union Bank of Nigeria, Marina, Lagos**  
*Treasury Sales settlement officer/ Fixed Income Securities,*  
*Treasury Operations*

### *Responsibilities:*

- Processing of Treasury bills and bonds for primary and secondary market
- Settlement of trade on Swift, Scripless Securities Settlement System (S4), FMDQ
- Processing of CBN Open Market Operations (OMO) bids on S4
- Issuance of Investment (Treasury bills and bonds) certificates and receipts
- Daily portfolio reconciliation of GLs
- Generation of Management Information System (MIS) report for Treasury Operations Unit
- CBN Intraday Lending Facility /Standing lending facility Processor
- Marketing Treasury Investment Products to prospective customers
- Interbank Open Buy Back Placement/Taking/Rollover Processor
- Management of treasury management systems that interfaces with core banking application (FLEXCUBE) and other middle and back offices applications.
- Daily funding and liquidity management to ensure all maturing obligations are settled as at

when due

- Maintain relationships with correspondence Banks and other financial counter-parties or institutions
- Analyzing, classification and documentation of identified risks – Operational, credit and market risk
- Periodic review and Audit of Accounts, Processes and Systems for process improvements, standard best practice and to ensure adequate checks and controls are in place
- Maintaining the Bank and other counter-parties Standard Settlement Instructions (SSI) on the core banking application, Treasury Management Systems and other relevant third-party applications used in the settlement process.

**AUG – MAR 2015: Nigerian Institute of Social and Economic Research, Ibadan**  
*Research Assistant (NYSC)*

*Responsibilities:*

- Review of literature and data analysis for different research papers
- Editing and proof reading of several articles and research papers
- Transcription of focus group discussions (FGDs) and in-depth interviews (IDIs) to provide recommendations to the Federal Government
- Dispatch of documents across departments in the Institute

**OTHER SKILLS & ABILITIES:**

- **Operations:** Day to day settlement of customer transactions back end on Financial Market Dealers Quotation (FMDQ) Platform
- **Wealth Management & Customer Engagement:** Advise customers on investment rates and tenors, as well as maturity dates and penalties for pre-termination
- **Analysis & Reporting:** Daily portfolio reconciliation of customer investments and generation of MIS Reports
- **Knowledge of Treasury Platforms:** Adequate knowledge and daily use of Scripless Securities Settlement System (S4), Swift, FMDQ and Flexcube
- **Knowledge of General Office Applications:** Adequate knowledge and use of Microsoft Word, Excel & PowerPoint
- **Basic Operations;** by Union Bank of Nigeria plc
- **Securities Trading Simulation;** FMDA and Citibank

**EDUCATION:**

**Babcock University, Ilishan-Remo, Ogun State.**

- 2015 – 2017: M.Sc. International Relations (Second Class Upper Division)
- 2009 – 2013: B.Sc. Political Science (Second Class Lower Division)

**OTHER CERTIFICATIONS & TRAININGS:**

**New Horizons, Babcock University**

- 2013 – Project Management Training
- 2012 – Customer Relationship Management Training
- 2011 – Advanced Microsoft Office Training

**REFEREES:**

Available upon Request