

# OKOYOMON SHEDRACK

20, Makinde Street, Alausa Ikeja, Lagos

Tel: 08065181672, Email: okoyomshedy@yahoo.com

## CAREER OBJECTIVE

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To offer best possible solution that will enhance the accomplishment of my organization's goal and develop my skills for maximum input.

## PERSONAL DATA

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**Sex:** Male  
**Place of Birth:** Lagos  
**Marital Status:** Married  
**Nationality:** Nigeria  
**State of Origin:** Edo  
**Language spoken:** English, Edo, Yoruba  
**Date of Birth:** 10<sup>th</sup> June, 1986

## EDUCATIONAL DETAILS

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- **University of Benin, Benin City**  
B.Sc. Business Administration- Second Class Upper 2004 - 2008
- **Lagos City Computer College Lagos**  
Certificate in Data Processing 2004
- **Ajeromi Ifelodun Secondary School, Lagos**  
Senior Secondary School Certificate 2003

**Professional Student Membership: CIS Level 2**

## WORK EXPERIENCE

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**Chartwell Securities Limited (Member of The Nigerian Stock Exchange)**

<b>Account Officer</b>	<b>NYSC</b>	<b>2010</b>
<b>Executive Trainee</b>	<b>Operations</b>	<b>2010 - 2013</b>
<b>Analyst</b>	<b>Compliance</b>	<b>2013 – 2016</b>
<b>Senior Analyst</b>	<b>Compliance</b>	<b>2016 - 2018</b>
<b>Assistant Investment Executive</b>	<b>Compliance</b>	<b>2018 to date</b>

## **WORK RESPONSILITIES**

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- **Preparing and rendering of periodic financial and transaction report: NSE returns and X-BOSS update, SEC returns and AML/CFT reports, NFIU and NASD reports.**
- **Account review, KYC compliance checks, transaction valuation reconciliation and approval**
- **Preparing transaction memo for client, internal and external committee, Mandate Jobbing, Contract notes update and payments validation**
- **Post trade data review and upload**
- **Investment research- Databank review and financial analysis (Year-end Audited and Quarterly Audited and Unaudited Company Results)**
- **Registrar's and CSCS representative: Account opening, Intermember transfer and dematerialization, endorsement /transmissions validations.**
- **Boxload and managed accounts update and review**

## **PERSONAL SKILLS**

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- **Proficiency in data processing and other computer applications**
- **Ability to work in challenging environment, learn fast and adapt to situations**
- **Good communication skill and interpersonal relation**
- **Proficiency in the maintenance of records**
- **Goal driven, dedicated, innovative, active team player, resourceful and determined to excel**

## **CAPABILITIES**

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**Research, Teaching, Meeting people, working with computer.**

## **REFERENCES**

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**Mr. Adekanmbi Moruf (ACA)**  
**Finance Executive**  
**Emerging Africa**  
**08025102505**

**Mr Idogei Emmanuel**  
**Account Executive**  
**Readings Investment Limited**  
**26, Keffi Street,**  
**Ikoyi Lagos**  
**08038017205**