

---

## Personal Data

**Name** Oluwaseun A. Otukoya  
**Address** No 3, Akure street off Herbert Maculay way old GRA, Port-Harcourt, Rivers State.  
**Mobile** +2348110059890  
**Email** seun.forbes@yahoo.com  
**Nationality** Nigerian  
**State of Origin** Lagos  
**Date of Birth** 28.05.1989

**Languages** English and Yoruba

**Hobbies** Tennis, Football, Nature, Travelling, Networking  
**Professional strength** Strong Infrastructure and Application analytical skills.  
Network Installation and configuration.  
Deliver product trainings and presentations to clients (Pension fund, Mutual Fund/Money Market Investment, Insurance and Bank Products)  
Learning agility, fast and quick learner.  
Thorough understanding of applicable law and the workings of various financial instruments.  
Solid and professional work experience with all Microsoft Based Products.  
Strong environment and excellent troubleshooting skills.  
Production processes optimisation and documentation.  
Very good knowledge of organisation behaviour and processes.  
Use of econometric software application and statistical software application.

**Personal strength** Strong analytical skill, result oriented, challenging jobs and passion for organisational success.  
Very communicative, cooperative and great team player.  
Creative, initiative, flexible, friendly and loyal.

## Education

**2017-2018** Chartered Institute of Bankers of Nigeria (ACIB in progress)  
**2014-2015** National Youth Service Corps (A 002665096)  
**2014-2015** Associate Chartered Institute of Project Management, West Africa, Ghana.  
**2009-2014** B.Sc Banking and Finance (2.2) Covenant University, Ota, Ogun State,  
**2004-2006** High Standard College, Iju road, Agege, Lagos.  
**2000-2004** Logos Comprehensive College, Iju road, Agege, Lagos, Nigeria.  
**1991-1999** St Kizitos Catholic Primary School, Iju road, Agege, Lagos, Nigeria.

---

## Work Experience

09.2021 – Till date.

**Foodstuff Store, Port-Harcourt  
Director of Finance (Full Time)**

**Activities:**

Directing financial planning and strategy.

Analyzing and reporting on financial performance.

Preparing forecasts and comprehensive budgets.

Training accounting staff.

Reviewing departmental budgets.

Managing, and minimizing risk.

Analyzing complex financial data.

Managing internal control.

06.2016 – 08.2021

**Stanbic IBTC Pension Managers Limited, Port-Harcourt  
Business Development Executive/( Contract Staff)**

**Activities:**

- Identifying and managing the implementation of strategic value-added services and solutions in alignment with corporate objectives to open new lines of business, propel overall business success, and achieve organizational goals.
- Doubling revenues every other year while drastically increasing market share and customer base through sign up of new clients.
- Ensuring timely and accurate processing of benefits payments as approved by the regulatory body.
- Managing strategic, profitable partnerships with decision-makers, management teams, and peers to maximize business development.
- Ensuring timely and accurate processing of data recapture exercise required by the National Pension Commission (PenCom).
- Creating and delivering high-impact presentations while overseeing program evolution and introduction to realize outstanding sales performance and business growth.
- Develop process improvements to achieve service goals and maintain a database of current and prospective client information.
- Organize regular client meetings and teleconferences to strengthen client relationships.
- Obtain client feedbacks and make recommendations to meet clients need
- Generate client service report for management and develop best practices to improve service quality and productivity.

**Key projects:**

- Delivering pension fund product training and presentations to clients. Use of Formelo application software for updating clients information on Stanbic IBTC Pension Manager Limited database.
- Identifying new business opportunities with new and existing clients.

**Achievements:**

- Ensuring the company's core values are adhered at all times.
- Maintained existing clients, identified new business opportunity, and exceeded monthly target at the national level/all regions for 8 months consecutively.
- Ensuring personal development to improve capabilities and up-to-date knowledge of operational guidelines, policies and regulations.

- 
- Achievement of assigned targets.
  - Delivers on all business strategies.

**09.2015 – 05.2016**

**Solola & Akpana (Barrister & Solicitor)  
Assistant Account Officer/(Executive Trainee)**

**Activities:**

Worked with spreadsheets, sales and purchase ledger.

Managed petty cash transactions.

Sorted out incoming and outgoing daily post and answering any queries. Cash allocation.

Handled and issued cheques, filed and documented receipts.

Received and processed all invoices, expenses forms and request for payments.

Verified and calculated workings with account system. Technical Account documentations

On-Call service

**Key projects:**

Worked with spreadsheets, sales and purchase ledger.

---

**08.2014-08.2015**

**Community Secondary School (UBE), Buguma, Rivers State, Nigeria.**

**Computer Teacher**

**Activities:**

- Taught students and learners on how to use and operate computers.
- Managed and monitored student behaviour as regard computer knowledge.
- Conducted group learning sessions for students.
- Kept records of grades, grade papers, and performed other administrative duties as needed.
- Integrated competencies, goals, and objectives into lesson plans.
- Read and stayed abreast of current topics in computer science.

**Key projects:**

Use of desktop system to furnish students.

**Topic focuses:**

Daily system knowledge, teaching and administration.

**Achievements:**

Various technical and operational improvements  
Established solid computer studies foundation for students

**Technologies:** Microsoft based products and typing software application system.

**01.2014 – 04.2014**

**Heritage Bank Nigeria Limited, Cannanland, Ota, Ogun-State, Nigeria.**

**Internship Student**

**Activities:**

- Collected, understood, processed, verified and reported accounting related-information.
- Executed professional, analytical and management support work assignments.
- Assisted in the preparation of monthly or weekly financial reports.
- Developed and utilized spreadsheets, databases and other computer applications.
- Managed, specialized information and accounting system of the company.
- On Call Service

**Key projects:**

Internship Training

**Achievements:**

- Collected, understood, processed, verified and reported accounting related-information.
- Executed professional, analytical and management support work assignments.
- Assisted in the preparation of monthly or weekly financial reports.
- Developed and utilized spreadsheets, databases and other computer applications.
- Managed, specialized information and accounting system of the company.

**Technologies:** Microsoft based products.

**Special IT Skills**

STATA, NAV, SPSS, MICROSOFT BASED PRODUCTS, NETWORKING, TROUBLESHOOTING, SOFTWARE AND HARDWARE COMPUTER REPAIR.