

OKWARA NNEOMA EZEMA

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CAREER PROFILE

Analytical and detail-oriented Analyst with experience in coordinating, planning, and supporting daily Investment and Capital markets strategies and research. She has a first-hand basic experience and knowledge about Investment Banking, Capital Markets, Asset management and Securities Services. Having earned a Bachelor of Technology degree in Agricultural Economics from Federal University of Technology, Owerri, she understands the importance of Fixed income and Equities, research and utilization of resources, Investment, economic trends, financial forecasting, Micro and Macro Economics and innovative business strategies which plays a major role in Economics of Development in any Business environment. Dedicated with a personable approach, results-driven and ability to communicate in a multicultural environment with individuals at all levels.

WORK EXPERIENCE

JUNE 2021- PRESENT

INVESTMENT ANALYST: DEUTSCHE PARTNERS HOLDING, LEKKI PHASE1, LAGOS

- Contribute to the development of investment strategies and action plans
- Constant research on capital market conditions, investment research and economic trends
- Evaluate the performance of investment portfolios and ensuring compliance with standards provided by regulatory authorities and investor disclosures.
- Research and development on Mergers & Acquisitions, Global Securities, Investment, Agriculture and Infrastructural reports to keep self and organization informed on relevant investment/trading news
- Constant research on economic trends and Government policies, privacy laws, money laundering requirements and anti-fraud measures.

MARCH 2021 – MAY 2021

Retail Relations Officer: SPARTA CAPITAL LIMITED, LEKKI PHASE1, LAGOS

- Monitor, update and review Client's account on Loan/Investment desk.
- Maintain a Loan/Investment Portfolio schedule and confirm client's repayment and/or top up.

- Review SCL relationship with clients and the client's business operations for the past month basically to ensure client retention and get feedbacks.
- Promote all products and services of the organization in the best and acceptable way possible.
- Ensure complete submission of Loan Application documents/Investment package documents, regularization of deferred documents and safe keeping of Client's documents.

MARCH 2020 – FEBRUARY 2021

Corp member: COMMUNITY SECONDARY SCHOOL, OGBOGO, OKRIKA, RIVERS STATE (NYSC)

Key Responsibilities

- Delivered personalized instruction to students by encouraging interactive learning.
- Organized extra lessons and revision for exit classes during the first relief of the lockdown.
- Increased level in the inquisitive nature of the students.

MARCH 2012 - JUNE 2013

ADMINISTRATIVE ASSISTANT: HAFFIC GOLD TECHNOLOGIES, IKEJA, LAGOS

Key Responsibilities:

- Fulfilled administrative duties by completing and filling paperwork, directing phone call and setting appointments.
- Office systems' administration including data entry and maintenance.
- Liaised with customers to resolve complaints and achieve overall brand communication objectives.
- Researched and proposing ideas for strengthening brand awareness.

EDUCATION

Federal University of Technology, Owerri (FUTO) 2019

B. Tech Agricultural Economics (Second Class Upper division)

Federal Government College, Ohafia 2011

Senior Secondary Certificate Examination (S.S.C.E)

CERTIFICATIONS/TRAININGS

CFA Investment Foundation (In View)

[Jobberman Soft-skills Training]

- Personal Effectiveness and Time management
- Effective Communication, Presentation and Storytelling
- Business Etiquette and Workplace ethics
- Critical thinking
- Emotional Intelligence and Teamwork
- Employability skills and Innovation

KEY SKILLS

- Excellent Verbal communication, Presentation, and research skills
- Analytical and Logical problem-solving skills
- Business planning and basic financial modelling skills
- Self - motivated and resilient in tenacious environment to meet deadline
- Ability to understand procedures and economic trends
- Proficient in use of Microsoft office packages – Word, Powerpoint, and Excel

ACHIEVEMENTS/AWARDS

- DPH representative at the 2021 Nigeria FINTECH week, Lagos
- Developed a company's Capital Halal Prospectus and Privacy Policy
- Financial Secretary and Treasurer of education CDS group, NYSC Okrika, Rivers state
- Dinning Hall Prefect and best graduating prefect, FGC Ohafia class of 2011