

MOJUBA CHRISTIANAH OLADEWA

7 Ayato Street, Iwaya Road, Yaba, Lagos State, Nigeria

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Sex: Female | Date of Birth: December 9, 1993

PROFILE

I am a highly passionate and dedicated individual who has demonstrated strong interest finance and investment. A self-starter, with excellent organizational and interactive skills and the ability to work in both team-oriented and self-directed environments.

EDUCATION

PROFESSIONAL STUDENT – ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

APRIL 2018 – ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS - ACCA

2010-2015 – UNIVERSITY OF IBADAN, BSC ECONOMICS (SECOND CLASS HONOURS)

2004-2010 – ORITAMEFA BAPTIST MODEL SCHOOL (9 DISTINCTIONS)

WORK EXPERIENCE:

JAN 2017 – TILL DATE - **CRUSADERSTERLING PENSIONS LIMITED.**

Position: Benefit Administration Payable Officer

- ✦ Successfully processed payment in excess of ₦70bn as retirement benefits to retirees with a 99% error free score.
- ✦ Delivered exceptional on-the-job performance which led to being assigned to a handpicked team of 4 that manage accounts of High Net-Worth Individuals (HNI), with expected zero margin of error.
- ✦ Developed expertise in the various applications by treating all benefit assessment types.
- ✦ Developed proper and effective communication line with industry regulators (PENCOM) to increase and accelerate payment processes.
- ✦ Successfully reconciled account balances in the various fund accounts to ensure redemptions done in-house have been effected at the bank and differences are correctly adjusted for.
- ✦ Reconciliation of processed benefits with accounts activity report from FPC on a daily basis.
- ✦ Recommended process improvements to complete assigned work within expected quality and deadlines.

Position: Client Services Officer (JUN 2016- DEC 2016)

- ✦ Collated, analyzed and evaluated customer data for account opening purposes and updates.
- ✦ Treated and implemented contributor's mandates.
- ✦ Reconciliation and Treatment of Schedules of Contribution from Banks and Pension Fund Custodian.
- ✦ Performance of call centre functions for customer awareness, programs and update prompts.

MAY 2015-APR 2016 - **EKITI STATE BOARD OF INTERNAL REVENUE SERVICE** | NATIONAL YOUTH SERVICE CORPS

Position: Customer Relationship Personnel (Graduate Intern)

- ✦ Preparation and issue of Tax Payer Identification Number (TIN) and Card
- ✦ Registered and documented about 2500 new tax payers

- ✦ Facilitated in knowledge dissemination sessions on the importance of tax payments and procedures for intended tax payers

FEB 2015-MAY 2015 - BODATIS GLOBAL RESOURCE

Position: Executive Assistant

- ✦ Maintenance of record logs for office activities
- ✦ Telemarketing available jobs to clients
- ✦ Performance of assignments delegated by the CEO and organization of his mail correspondence activities

SKILLS AND COMPETENCIES

- ✦ Effective Communication and Presentation skills
- ✦ Fantastic analytical skills
- ✦ Business proficiency in MS Office (Excel, PowerPoint and Word)

TRAININGS AND LEADERSHIP EXPERIENCE:

Aug 2015-Oct 2015	Finance, Investment Banking and Business Management Certificate at The Refinery Academy, Talent Mine Nigeria, Lagos State
Jan 2014-Jan 2015	Foursquare Student Fellowship, (University of Ibadan Chapter) Organized and anchored weekly meetings with a group of 30 students. Planned quarterly events for members of my team
Sep 2009-Jul 2010	Library Prefect, Oritamefa Baptist Model School, Ibadan, Oyo State

REFEREES

Referees shall be made available upon request.