

SHONDE, MUSA AYOMIDE

No 1, Anibaba Street, Iyana Isashi, Ojo, Lagos.

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CAREER OBJECTIVE

Seeking an opportunity into a dynamic institution where the achievement of higher career growth through continuous learning process is possible, and to put in practice all acquired skills and knowledge towards the advancement of the Organization.

BIO DATA

Sex	:	Male
Date of Birth	:	2 nd October, 1987.
State of Origin	:	Lagos State
LGA	:	Lagos Mainland
Marital Status	:	Married.
Nationality	:	Nigerian

WORK EXPERIENCE WITH DATES

ANCHORIA ASSET MANAGEMENT LTD.

(A licensed firm with Securities & Exchange Commission)

5th Floor, Elephant House, 214 Broad Street, Marina, Lagos.

Position: Internal Audit, Control & Compliance Officer

December, 2020 till Date

- Responsible for developing an AML/CFT compliance program and other operational policies of the company.
- Receiving and vetting transactions to determine the authenticity of the documents.
- Filing weekly returns such as Suspicious transaction reports, Currency transaction reports and Foreign transaction reports with NFIU & SEC.
- Filing Monthly returns to NFIU & SEC such as Politically Exposed Person and Monthly return for unit trust scheme fund manager.
- Filing Quarterly returns to NFIU & SEC such as Quarterly Financial returns (Management Account), Quarterly returns for unit trust scheme fund manager, Report on the monitoring of employees' accounts, Quarterly returns on financially excluded clients.t.c
- Maintain and keep of risk register for the company and also preparing quarterly risk report for the Board of Director.
- Filing yearly returns to NFIU & SEC such as Annual Audited financial statements, Annual AML/CFT employee training programme, Return on contingency plane.t.c.
- Ensuring that the capital market operator's compliance program is implemented.
- Coordinating the training of staff in AML/CFT awareness and other development in the capital market sector.
- Serving both as liaison officer with the SEC and NFIU and a point of contact for all employees on issues relating to money laundering & terrorist financing
- Ensuring strict compliance to internal control procedures and measures.

GTI ASSET MANAGEMENT & TRUST LTD.

(A licensed firm with Securities & Exchange Commission)

4th Tinubu Street, CBD, Marina, Lagos.

Position: Head Internal Control & Compliance Officer

February, 2018 – December, 2020

- Responsible for developing an AML/CFT compliance program and other operational policies of the company.
- Receiving and vetting transactions to determine the authenticity of the documents.
- Filing weekly returns such as Suspicious transaction reports, Currency transaction reports and Foreign transaction reports with NFIU & SEC.
- Filing Monthly returns to NFIU & SEC such as Politically Exposed Person and Monthly return for unit trust scheme fund manager.
- Filing Quarterly returns to NFIU & SEC such as Quarterly Financial returns (Management Account), Quarterly returns for unit trust scheme fund manager, Report on the monitoring of employees' accounts, Quarterly returns on financially excluded clients e.t.c
- Maintain and keep of risk register for the company and also preparing quarterly risk report for the Board of Director.
- Filing yearly returns to NFIU & SEC such as Annual Audited financial statements, Annual AML/CFT employee training programme, Return on contingency plan.e.t.c.
- Ensuring that the capital market operator's compliance program is implemented.
- Coordinating the training of staff in AML/CFT awareness and other development in the capital market sector.
- Serving both as liaison officer with the SEC and NFIU and a point of contact for all employees on issues relating to money laundering & terrorist financing
- Ensuring strict compliance to internal control procedures and measures.

WOODLAND CAPITAL MARKET PLC

(Member of the Nigeria Stock Exchange)

11th Floor, Reinsurance House, Marina Lagos.

Position: Head Internal Control, Risk & Compliance officer

June, 2016- Jan., 2018

- Responsible for developing an AML/CFT compliance program and other operational policies of the company.
- Receiving and vetting suspicious transaction reports from staff.
- Ensuring that the capital market operator's compliance program is implemented.
- Coordinating the training of staff in AML/CFT awareness, detection methods and reporting requirements.
- Maintain and keep of risk register for the company.
- Serving both as liaison officer with the SEC and NFIU and a point of contact for all employees on issues relating to money laundering & terrorist financing
- Ensuring strict compliance to internal control procedures and measures
- Preparing & Render Annual returns, quarterly returns & weekly returns to NSE, SEC and NFIU. Such as Currency Transaction report, suspicious transaction

reports foreign exchange transaction returns, NSE quarterly returns, Internal review and branch operations returns, NSE monthly transaction reports e.t.c

ACCION MICROFINANCE BANK LIMITED

4th Floor Elizade Plaza, 322A Ikorodu Road, Anthony, Lagos.

Position: Internal Control, Risk and Compliance Officer.

Sept 2014 to June 2016

- Ensure compliance with all internal rules and regulation of the bank.
- Send weekly report to the head office on the exceptions in operational activities.
- Send weekly report to the head office on the exceptions in Credit files disbursed to customers.
- Maintain and keep of risk register for each branch.
- Ensure all staff of branches comply with the directories of the Central Bank of Nigeria in respect to guidelines of operations.
- Ensure timely report of event within the branch for appropriate corrections and solutions.
- Work as a team to ensure that branches under my supervision maintain an acceptable portfolio at risk for their credit.
- Also carryout spot check on clients with credit facilities.

STERLING BANK PLC (STRATEGIC OUTSOURCING LIMITED)

Sterling Towers, 20 Marina Rd, Lagos.

Position: Sales Executive

Oct., 2013-Aug., 2014

- Ensure Opening of accounts for the bank.
- Mobilization of funds for deposit to the bank.

BABATUNDE YUSUF & CO. (CHARTERED ACCOUNTANTS).

Egbeda idimu, Ikotun, lagos.

Position: Audit Inspector

Nov., 2012-Sept., 2013

- Carryout review to ensure effective vouching and verification of client assets.
- Carryout review to ensure effective vouching and verification of client financial information'.
- Ensure proper documentation and explanation were provided for figures in the management account of clients.
- Carryout specific investigation in accordance with client demand.

AL-MORCAZ INTERNATIONAL SCHOOL (NYSC – OGUN STATE).

Ota, Ogun State.

Nov., 2011- Nov, 2012

EDUCATIONAL BACKGROUND WITH DATES

Lagos State University, Ojo	2012-2014	(M.Sc. Degree) Upper Division (Ph.D Grade)
Lagos State University, Ojo	2005-2010	(B.Sc. Degree)Second class Upper Division
Festac Senior Grammar School.	1999-2004	(SSCE)
ZumuratulIslamiyyat Primary School.	1993-1998	(Pry.Cert.)

MEMBERSHIP OF PROFESSIONAL BODIES WITH DATES AWARDED

Associate of Chartered Accountants of Nigeria	2020	ACA
SEC Sponsored Individual as Chief Compliance Officer	2018	SEC
Associate of Enterprises Risk Management Professional	2018	AERP
Member of Compliance Institute of Nigeria	2018	CIN
Associate of Accounting Technicians West Africa	2010	AATWA

Computer Skills

Computer Certificate -	Diploma in Desktop Publishing (2005)
Microsoft Office Proficiency -	Ms Word, Ms Excel, Ms Outlook and Ms PowerPoint.
Research Analysis Software -	Statistics Packages for Social Sciences (SPSS), E- View
Accounting Software -	Peachtree Accounting, SAGE.
Banking Software -	Flexcube, Temenos, T-24.
Stockbroking Software -	X-BOSS, Programmos, Megapro, Symplus

Training Attended with dates

Understanding Board Corporate Governance & Ethics	2020	PEDABO
Internal Audit Consideration in responses to COVID 19	2020	DELOITTE
Basic and Advance Audit training with BMO & Co.	2020	BMO & CO.
ICAN Webinar Series: financial Reporting	2020	Institute of Chartered Accountants of Nigeria (ICAN)
Leveraging Technology to Mitigate the Impact of COVID -19 on Business	2020	Institute of Chartered Accountants of Nigeria (ICAN)

Extra-Curricular Activities

Reading, Research Development, Attending Trainings, Lectures, Seminar and Conferences, Supervising and Football.

REFEREES

Prof. Babatunde R. Yusuf

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Lagos State University,

Ojo, Lagos, Nigeria.

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Dr. (Mrs). Khadijah A. Idowu

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Lagos State University,

Ojo, Lagos, Nigeria.

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