

GIDEON BOTCHWAY

(+233) 24 314 7635 • niikortey24@gmail.com

Summary

A resilient and experienced information risk officer with expertise in risk and records management seeking to apply expertise in a global competitive work environment to achieve overall set objectives of the organization. Enthusiastic person who pays critical attention to detail and possess excellent organizational skills. Ready to contribute to team success through hard work, dedication, and commitment.

Key Skills

- Advanced problem solving and numeracy skills.
- Ability to take initiative and deliver results under no supervision.
- Ability to meet deadlines and perform work in a timely manner.
- Proficiency in all areas of Microsoft Office, including Excel, Word, and PowerPoint.
- Results-oriented and ability to resolve tactical issues.

Work Experience

Absa Bank Ghana, High Street, Accra

Corporate Investment Banking (CIB) Markets Department, Trading Analyst

(November 2021 – Present)

- Performed analysis on market conditions and economic fundamentals to formulate trading strategies
- Conduct daily market surveillance and produce reports on the currency and commodity markets for client and stakeholder circulation.
- Consistently circulated profit and loss report to the Markets and Sales team on time, to recognize daily income.
- Implemented three process optimizations which cut the turnaround time for document processing in half.
- Consistently delivered regulatory reports on time, recording zero breaches of organizational service level agreements.
- Managed daily funding for Foreign Exchange spot, swaps, forwards, government bonds, credit and repurchase on the trading team.

Absa Bank Ghana, High Street, Accra

Information Risk Management, Information Risk Officer

(July 2019 – 09 November 2021)

- Implement and reviewing, staff movers circulated to the Logical Access Management team on monthly basis and ensured mitigating of risks on applications efficiently
- Developed a tracker for risk management plans of recertifications on business applications to review existing users of each application which minimized the company's risk exposures to zero.
- Mitigated business risks by efficiently reviewing user privilege activities on Teller applications monthly.
- Supported the Data Quality Officer in analyzing and identifying data quality defects on new bank accounts, and assisted stakeholders in providing solutions to defects.

Absa Bank Ghana, High Street, Accra
Information Risk Management, Records Officer
 (January 2017 – November 2021)

- Successfully championed the closure of Barclays branded records for the entire business while meeting business deadlines and satisfying regulatory requirements.
- Provided support to internal stakeholders to promote customer satisfaction.
- Managed record database and ensured all company records were protected and safeguarded.
- Carried out an assessment on the company's Control Processes, ensured the documentation and tracking of relevant risks, and assisted the Operational Risk team in developing risk mitigation plans in accordance with company policies.

Barclays Bank Ghana, High Street, Accra
Business Continuity Management, Business Continuity Assistant
 (September 2015 – August 2016)

- Managed the finance of the department which included budget preparations, account reconciliation, and expense management.
- Established a cordial and proactive work relationship with all business stakeholders which aided in ensuring business owners of the BCM tool for various units and departments to meet deadlines.
- Assisted business owners to appreciate the BCM tool and business continuity management procedures by organizing training sessions thereby creating a seamless process.

Education

University of Cape Coast, Cape Coast
 (August 2011 – May 2015)
 BA (Bachelor of Arts) - Economics and Mathematics

Pope John Senior High and Minor Seminary School, Koforidua
 (September 2007 – May 2011)
 Business WASSCE

Awards and Acknowledgements

- **Certificate of Recognition from Chief Operating Officer (COO) Q2 2020**
Played a key role in the bank's successful process of rebranding from Barclays Bank to ABSA Bank Ghana by supervising the disposal of Barclays branded stationery items which was a key element in the rebranding process.
- Acknowledged on Chief Operating Officer (COO) Week 2019 Appreciation Day for taking up additional responsibilities by performing Logical Access Management (LAM) snap checks, recertification, and supporting other team members with work.

Hobbies & Interests

Reading, playing football, and listening to music.

Referees

Available upon request