

OLUWABUKOLA PAUL

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paulbukola@gmail.com

32, Olusoji , Oshodi Lagos.

Personal Information

Gender: Female

D.O.B: April 13, 1995

Marital Status: Single

State of Origin: Kogi

Technical Skills

- Proficiency in use of FMDQ for providing financial informations
- ERP software Skills- (Manager & CittaERP)
- Proficient in Microsoft office suite: Word, Excel, PowerPoint.
- Accountancy

Soft Skills

- Leadership and administrative skills.
- Interpersonal skills
- Team Work
- Outstanding use of initiative, admirable time management skills.
- Excellent written and oral communication skills.
- Adaptability
- problem solving techniques

Education

- Oduduwa University Ipetumodu-
B.SC. Accounting
(2nd Class Upper)

PROFESSIONAL PROFILE

An Investment banker with a difference! I am passionate about being a key player in the Investment Banking value chain, execution of financial services and operations, with focus on helping investment banking/Finance Team improve the way they work. I have strong work ethics and consistent drive to see projects through to completion. I believe teamwork is key and very passionate about learning and taking up new roles in Finance Operations.

PROFESSIONAL EXPERIENCE

FBNQuest Asset Management Ltd

February 2021 till date

Investment Operations Analyst

- Processing of funds transfer to various banks
- Processing of payments upon redemption, liquidation/maturity on various accounts
- Preparation of daily portfolio valuation for the mutual funds
- Processing of all approved expenses
- Daily call over of all instructions processed manually and electronically
- Trade settlement with counterparties.
- Processing of remittances (NSITF, PAYEE, FIRS)

Cittanuvola Limited

September 2017 till February 2021

Accounts Officer

- Preparation of financial statements.
- Performing Account and General Ledger reconciliations
- Managing payments for NSITF, Pension, CAT, VAT etc.
- Hand-on experience in Manager& Citta ERP to record payments and expenses and derive income statement and balance sheet.
- Assisting in general financial management and analysis
- Reconciling payments to ensure that accounting system reflects the correct transactions.
- Post financial transactions
- Maintaining accounts receivable files and records
- Preparing financial and management reports

Butter burst Bakery

March 2017- May 2017

Accounts Officer

- Execute all accounting transactions
- Post financial transactions.
- Compile and record revenue statements and reconcile balances.
- Prepare and compare books of accounts such as cash book, ledgers etc.

Reference

- Available on request