

OLUWATOMIWA ADENIJI

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SUMMARY

Passionate and Innovative individual with experience in risk management and compliance, customer support, supervision and quality control. Highly motivated, tenacious and results-driven professional combining polished interpersonal and rapport-building skills to significantly enhance growth, profits, and return on investment. Passionate about mitigating risk, ensuring compliance, and optimizing processes to drive business growth. I am skilled at collaborating with stakeholders across the organization to identify areas of risk, mitigate potential issues, and ensure regulatory compliance as well as managing regulatory relationships, and conducting risk assessments. I apply creative thinking, management and problem-solving skills to troubleshoot workplace negative outcomes. Skilled in data management and analysis, establishing and maintaining quality standard. Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively.

PROFESSIONAL EXPERIENCE

GUARANTY TRUST FUND MANAGERS LIMITED (GTFML)

May 2022 – March 2023

Risk Management and Compliance Officer

Risk Management

- Periodic review of business processes within various units to limit the risk exposure of the company
- Daily portfolio monitoring to ensure compliance with various counterparty exposure and asset allocation limits
- Assisting to develop and update the risk register of the company based on the Risk Self- Assessment Exercise carried out by the various business units
- Identifying key risk related sensitization subjects and facilitate risk awareness sessions for the employees
- Periodic reporting to Management and the Group

Compliance

- Prompt rendition of all returns to various regulatory bodies. (Daily, Weekly, Monthly, Quarterly and Annual renditions)
- Review of Policy documents and processes within the organization to ensure that they are in line with regulatory guidelines and global best practices.
- Receiving, logging, responding and escalating (if need be) promptly to enquiries and requests made to the organization by regulatory agencies and other relevant stakeholders such as SEC, NFIU and Trustees
- Conducting staff-wide Anti-Money Laundering /Combating Financial Terrorism (AML/CFT) Trainings in line with regulatory guideline and for continuous awareness.
- Developing and implementation of Compliance Plan and Programme to keep track of all renditions to be made by the company to all regulatory bodies.
- Review of account opening documents and update request approvals
- Provide prompt feedback to various requests from business units on compliance issues
- Periodic reporting of compliance activities to Management and Group

INSTITUTE OF HUMAN VIROLOGY NIGERIA (IHVN)

July 2020 – April 2022

Cascade Monitoring Officer

- Ensuring the smooth running of the Tuberculosis (TB) intervention cascade by ensuring and offering maximal support through clinical screening, diagnosis and treatment of TB patients at various primary, secondary and tertiary health care facilities within the country.
- Assisting in the community intervention for active case search within various rural local government areas by screening, testing and treating TB patients.
- Monitoring and Evaluation of facility data for presentation to support the USAID Project Grant.

- Supporting high quality data recording and reporting by carrying out routine data validation and quality assessment.

SIGNETWORLD LIMITED

Business Development Manager

April 2019 – March 2020

- Full accountability in developing mutually productive business relationships
- Initiated new sales tactics to achieve maximum productivity and profit within the organisation.
- Assist with the writing and revisions of proposals to secure qualified contractors
- Management of Social Media Pages

Selected Accomplishment

- Successfully and Professionally exceeded sales objectives

NESTLE NIGERIA PLC

Quality assurance Student Intern

March 2017- August 2017

- Carried out Proximate analysis of the food and beverage products and raw materials.
- Maintained scheduling and acceptance standards of all materials.
- Wrote procedures required for Quality Control areas; reviewed contracts for Quality requirements

Selected Accomplishment

- Discovered various quality gaps in products and prevented product errors.

DOYIN FOODS LIMITED

Quality assurance Student Intern

June 2016 – July 2016

- Daily supervision of the production and packaging line, inspecting the products and making sure they meet regulatory standards.
- Carried out proximate analysis and microbiology analysis on the products

FUNTOM SPECIALIST MEDICAL DIAGNOSTIC CENTER

Laboratory assistant Student Intern

June 2015 – July 2015

- Involved in carrying out various medical diagnostic tests on patient's samples using appropriate equipment under little or no supervision effectively.
- Maintain supply inventories; interface with pharmaceutical representatives and vendors.

EDUCATION

Covenant University

Class of 2018

Bachelor of Science in Biology: Applied Biology and Biotechnology

Grade/CGPA: Second Class Upper /4.23

Relevant Coursework: Genetics and genomics, Pharmacology, Biological control, Agricultural Biotechnology, Zoology, Botany, Ecology, Understanding biological techniques, Cell biology, Introduction to biotechnology, Laboratory safety techniques and technology

The Compton School- Summers lane, North Finchley, London, United Kingdom

(2010-2014)

General Certificate of Secondary Education (GCSE)- Grades: 2A*S, 7A'S, 1B

VOLUNTEER AND LEADERSHIP EXPERIENCE

- **Welfare Secretary**, Biological Sciences Student Association (BIOSSA), Covenant University, Ota, Ogun state, Nigeria, (September 2017 – July 2018) – Planning and implementation of association's activities. Responsibly directed new students on the mode of operations of the school and the department alike.
- **Assistant Team Leader (Volunteer)**, Ihunsa Community Development Project Ihunsa, OPIC Estate, Agbara-Igbesa, Ogun state, Nigeria, (August 2018) – Organised a book fair project event from start to finish.
- **Member**, Debate Club, The Compton School, North Finchley, London, United Kingdom (2012– 2013) – represented team in a trip to the London House of Parliament to meet and discuss relevant issues with some leaders.

CERTIFICATIONS & TRAININGS

- Business Leadership, McKinsey & Company (2023)
- Team Leadership, McKinsey & Company (2023)
- From Data Collection to Data Use, Philanthropy University (2021)
- Planning for Monitoring and Evaluation, Philanthropy University (2021)
- Data Quality, Global Health eLearning Center (2020)
- M & E Fundamentals, Global Health eLearning Center (2020)
- Data Use for Program Managers, Global Health eLearning Center (2020)
- Level 3 Certification in Health, Safety and Environment, Pan African Institute (2019)
- Certification in International Human Resource Management, Pan African Institute (2019)
- Certification in Project Management, Pan African Institute (2019)
- Participant in 8th International Biotechnology Exhibition, Conference and Workshop (IBEC&W) (2018)

PUBLICATION (S)

Aworunse, O. S., Adeniji, O., Oyesola, O. L., Isewon, I., Oyelade, J., & Obembe, O. O. (2018). Genomic Interventions in Medicine. *Bioinformatics and Biology Insights*. 12(1-12) <https://doi.org/10.1177/1177932218816100>

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English and Yoruba (Nigerian Language), Beginner in French Language.

Computer Skills: Proficient use of data analytics tools: Power BI, Microsoft Office packages and SQL

Technical Skills: Quality Control, Project Management, Process Analysis, Total Quality Management.

Interests: Writing, reading, travelling, volunteering, generating ideas for development.

Soft Skills: Creativity, Intellectual thinking, Communication skills, Presentation skills, Interpersonal skills, Fast Learner, Ability to lead/work with a team.

Referees are available on Request