

ASOYA, LOVELYN NKECHUKWUYEM

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 Cross River University of Technology, Calabar, Cross River State

BIO-DATA

Gender:	Female
Nationality:	Nigerian
State of Origin:	Delta
Date of Birth:	22-03-1997
Religion:	Christian

PROFILE SUMMARY

A resourceful, innovative and flexible team player, balance with strong interpersonal, analytical and problem solving skills geared towards achieving organisational set goals and adapt readily to new challenges that offers professional growth.

HIGHLIGHTS

- Effective Oral and Written Communication Skills
- Good inter-personal skills
- Microsoft Office Suite
- Team Leadership
- Research Analysis
- Good digital skills
- Good knowledge of Applied Science (Mathematics)
- Proficient in the use of software namely: Microsoft Office Suite, Zoho, WordPress and SPSS.
- Financial Modelling / Evaluation
- Basic knowledge of sewing
- Good marketing, management and business skills

PROFESSIONAL EXPERIENCE

Apel Capital Registrars Limited

January 2020 till date

Registrars Operations

- Database management of shareholders/fundholder/bondholders on the in-house software
- Preparation of reports for regulatory bodies e.g. SEC and ICMR
- Sending daily share price list details to clients
- Responding to requests from shareholders
- Responding to client company's requests regarding dividend/coupon payments and shareholders details
- Authorization of change of investors details as requested by the investors
- Processing the outstanding dividends of shareholders and marking off payments made.
- Processing of newly declared dividends to shareholders
- Preparation of amortization schedule.
- Ensuring timely payment of coupons to investors.
- Call over of all dividend accounts
- Reconciliation of all dividend accounts
- Uploading and downloading of mandate forms to process shareholders dividends.
- Capturing of shareholders details on the system.
- Allotment of fund to fundholders

- Redemption of allotted funds as advised by the fund manager
- Authorization of uploaded mandates on NIBSS portal
- Authorization of mandated accounts on in house software
- Sending of weekly and monthly research reports to client
- Attending AGM/EGM of quoted and unquoted companies.
- Developing ways to improve operations thereby reducing downtime.

IT Assistant/Data Analyst

- Reconciliation of accounts to ensure that figures are correct, accurate, complete and in agreement.
- Gathered and summarized data for weekly and monthly reports
- Created and sent mails to shareholders using Zoho.
- Ensured that the data in the database are accurate and up to date.
- Contribute to team effort by accomplishing related results as needed.
- Created an online platform for Shareholders to update their KYC.
- Modified the method of sending e-advice.
- Dematerialization of certificates.

Front desk receptionist

- Served visitors by greeting, welcoming, and directing them appropriately.
- Notified company personnel of visitor's arrival.
- Informed visitors by answering or referring inquiries.
- Directed visitors by maintaining employee and department directories.

Key Achievements

- Reconciled all dividend account from inception to date and corrected wrong entries
- Introduced a more seamless process for sending payment advice and notifications to investors.
- Made sure all regulatory reports are filed accurately as at when due
- Ensured timely payment of dividends and coupons to investors
- Engaged a cost-effective platform for KYC update.
- Modified the website with necessary information.

OUTREACH ENGAGEMENTS /COMMUNITY SERVICES/LEADERSHIP POSITIONS

2019 - 2020 National Youth Service Corps (NYSC) Community Development Service

2017 - 2018 National Association of Church of God Students (NACGS) - Coordinated the activities in CRUTECH

2017 - 2018 Women Leader - Served as the women leader for the department of Mathematics/statistics in my university days

EDUCATION

2018 Department of Mathematics / Statistics, Cross River University Of Technology

- B.Sc. Statistics Second Class Honors (Upper Division)

2011 Zealtech Computer Training Institute

- Diploma in Desktop Publishing

2014 Command Day Secondary School Oshodi, Lagos

- Senior School Certificate Exams (SSCE)

2008 Hope Rising Star Nursery And Primary School Oshodi, Lagos.

- First School Leaving Certificate (FSLC)

PROFESSIONAL CERTIFICATIONS

2023 Chartered Financial Analyst – Level One Candidate