

# IBENEME ONYINYECHUKWU IMMACULATE

Email: immaculateibeneme@gmail.com | Phone: +(234) 7031893547 | Address: Greenfield Estate, Ago Palace Way, Lagos

## PERSONAL PROFILE

---

I take pride in my excellent analytical problem skills, I am a hardworking and reliable individual who can achieve set goals at a given period of time. I am a fixed income portfolio manager and strategist seeking to become associated with a company where I can utilize my skills and gain further experience while improving the reputation of the company. I am dedicated to achieving superior risk-adjusted returns for clients and institutions alike. My unwavering commitment to staying informed about market trends and economic indicators empowers me to make informed investment decisions that optimize portfolio performance.

## EDUCATION

---

### **B.Sc Business Administration (Second class Upper)**

Madonna University, Okija Anambra State, Nigeria

### **GCE (Ordinary and Advanced level)**

Baptist High School, Buea, Cameroon

## SKILLS

---

### Professional

- Excellent communicator fluent in English, French and Igbo
- Strong leadership skills and team player
- Ability to work under pressure with analytical and problem-solving skills, emotional intelligence and attention to detail
- Excellent researching skills
- Results-driven with business insight and risk awareness
- Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Dynamics

### Technical

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Dynamics

## CERTIFICATES

---

National Youth Service Corps	- June 2019 – June 2020
Jobberman Soft Skills Training	- September 2020
Digital Transformation and Industry (Udemy)	- November 2021
Communication and social skills (Udemy)	- November 2021
Digital Transformation (Udemy)	- December 2021
Bloomberg Market Concept	- February 2023
Fixed Income & Risk Management (NGX- Academy)	- May 2023

## **WORK EXPERIENCE**

---

### **Fixed Income Portfolio Manager**

**-January 2023 – Present**

#### **Pensions Alliance Limited, Lagos, Nigeria**

- Conducted research and analysis on fixed income securities and credit markets.
- Cash & Treasury management of portfolios
- Timely and executive treasury management
- Ensure no breach of counterparty exposure limits as prescribed by the regulator
- Manage portfolios of fixed income and alternative investments.
- Monitor portfolio performance, asset market risks, and adjust investments to align with the overall investment strategy.
- Implement and maintain portfolio diversification and asset allocation to optimize risk-adjusted returns.
- Prepare investment reports and presentations for internal and external stakeholders.
- Monitor economic indicators and market trends to identify investment opportunities.
- Contribute to the development of investment strategies and asset allocation decisions.
- Conduct research on industry sectors and macroeconomic factors affecting fixed income markets
- Ensure compliance with Pencom guidelines and standards
- Prepare quarterly reports and cashflow analysis
- Research and presentation of weekly fixed income report and domestic macro outlook
- Manage bank accounts to ensure sufficient liquid funds whilst investing surplus cash.

### **Investment Operations Analyst**

**-November 2020**

#### **Pensions Alliance Limited, Lagos, Nigeria**

- Responsible for processing and settlement of financial transactions.
- Monitor portfolio performance, asset market risks, and adjust investments to align with the overall investment strategy.
- Implement and maintain portfolio diversification and asset allocation to optimize risk-adjusted returns.
- Collaborate with the investment team to develop and implement investment policies, procedures, and strategies.
- Resolve trade settlement instructions/issues in a timely manner.
- Perform daily, weekly, and monthly reconciliation of records
- Co-ordinate monthly bank reconciliation statements and oversee operational activities in the investment department
- Ensure compliance with Pencom guidelines and standards
- Support in preparing daily and monthly asset allocation updates and confirmations of contributions and NAV
- Follow-up on outstanding dividends and bonuses and update counterparty limits
- Collaborate with the reporting team for prompt completion of month-end activities
- Support on preparation of daily and monthly asset allocation update.
- Weekly collation of all investments
- Monthly reconciliation of team & fund accounts records/positions
- Prepare monthly equity and bond reconciliation between Custodian and CSCS positions.
- Follow-up on outstanding dividends and bonuses with custodian, document, and report.
- Manage bank accounts to ensure sufficient liquid funds whilst investing surplus cash.

**Business Strategist**

**- January 2020 – October 2020**

**Pensions Alliance Limited, Lagos, Nigeria**

- Prepared marketing reports on the performance of deployed strategies
- Researched top Pension Funds Administrators and their strategies
- Part of a movement called NEXT U ACADEMY aimed at teaching millennials about the importance of early pensions.
- Resulted in a 1000+ increase in customers within two months of execution

**Client Services**

**- October 2019 – December 2019**

**Pensions Alliance Limited, Lagos, Nigeria**

- Resolved client issues promptly and professionally
- Maintained and updated client database using Microsoft Excel
- Educated prospective clients about the importance of pension

**REFERENCES**

---

**Available upon request**