

Responsibilities:

Finance Officer

- Preparation of daily Liquidity report.
- Supervising receipting of all inflow into the company.
- Posting of all payments made to insured and vendors of the company.
- Monthly Management Expense Analysis.
- Monthly General Ledger Review.
- Monthly claims reconciliation between finance and technical unit.
- Maintenance of fixed asset register.
- Providing support services to the technical units.
- Assisting the head of finance in the preparation of monthly financial report.
- Preparation of annual audit schedule.
- Responding to audit queries related to receivables and bank reconciliation.
- Reconciliation of debtors accounts (Brokers and Other insurance company).
- Preparation of monthly bank reconciliation.
- And any other assigned tasks

Alternative Capital Partners Limited [June 2011- 2015]
76, Corporation Drive, Dolphin, Ikoyi, Lagos

Responsibilities:

Fund Accountant & Account support

- Bank Reconciliation of Mutual Funds and Enterprise Accounts
- Preparation of Monthly Management Account
- Posting of all financial transactions of the fund
- Reconciliation fund asset classes
- Providing Fund support services to Business Development Unit
- Filing of all relevant transactions of the fund
- Preparation of daily liquidity report.
- Responding to audit query.
- Preparation of monthly salary
- Preparation of monthly mutual fund financial account and company account.
- Preparation of statutory remittance (Pension and PAYE)
- Reconciliation of debtors (Counter-parties) account
- Liaising with banks and other financial institutions

Responsibilities:

Funds Operations Management

- Managing clients' subscription, processing and redemption requests
- Computation and analysis of interests and coupons earnings on fund placements and monitoring of maturity periods so as to report thereon.
- Liaising with clients and rendering advisory services on their various investments with the company by understanding their risk-return objectives.
- Ensuring compliance with KYC requirements, monitoring for regulatory and internal control adherence and ensuring adequate filing of records.

Responsibilities:

Administrative officer and Financial Control Support

- Ensuring adequate office administration of documents, equipments and facility management.

- Liaising with the company's contractors on Service Level Agreements, negotiating deals and payment structures.
- Periodic stock-taking of the company's assets and other related equipment and reconciling with Asset Register.
- Executing financial transactions with banks and other contractors on behalf of the financial controller.
- Preparing bank reconciliation statement and assisting the financial controller in preparing monthly company's financial statement.

Stanbic IBTC Pension Managers Limited [Sept. 2009 -Jun 2010]
National Youth Service Corps

Responsibilities:
PENCOM Liaison Executive

- Rendering assistance to the PENCOM Liaison Officer on all Pension and PENCOM Regulatory matters.
- Submission of all applications and documentary evidence to PENCOM for approval and remittance of contributions respectively.
- Collation of Pension related documents for filing and documentation
- Rendering assistance to clients on material and difficult matters related with PENCOM.

Solid Block Industry [Dec 2008-Jul 2009]

Responsibilities:
Administrative Officer

- Monitoring of production at the company's site to ensure production does not fall below re-order level.
- Prepare periodic account for the management.
- Performing minor H.R activities.
- Taking inventory of raw materials needed for production
- Relating and rendering of assistance to all customers on their varying needs.
- Ensuring availability of products to customers as at when the need arises.

TRAININGS/ SEMINARS/ WORKSHOPS

- **Financial Institution Training Centre**
Corporate Treasury Management (August 14- August 17) 2012.
- **Financial Institution Training Centre**
International Financial Reporting Standards (July 29- August 2) 2013.
- **Financial Institution Training Centre**
Anti-Money Laundering/Combating Financial Terrorism (November 25th, 2017 and February, 17, 2018).

COMPUTER SKILLS: Microsoft Office Word, Excel, PowerPoint, InfoWARE, and insurance related software (Premia, Turnquest and IES).

SKILLS AND ABILITIES

- Team work and Team building
- Effective Interpersonal and communication skills

INTERESTS Meeting people and building symbiotic connections, Listening to Music and Traveling

REFERENCES Available on Request