

# OGUNDEIN, MAYOWA JANET

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## SKILLS SUMMARY

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- Associate of the Institute of Chartered Accountants of Nigeria.
- Good manager of people and resources with good leadership skills.
- A sound finance professional with experience across the financial services industry, manufacturing and agro-allied industry.
- Good knowledge of Core banking applications.
- Demonstrable proficiency in Bank one, QuickBooks and suite of Microsoft Office tools with fast assimilation rate to learning new applications.
- Eye for details and deep investigative capabilities with sound reporting and analytics proficiency.

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## PERSONAL QUALITIES

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- Dependability and honesty.
- Professionalism and sound work ethics.
- The ability to work with others towards the pursuit of a common goal.
- Detail oriented and strong numeracy skills.
- A good team player but firm on discipline and timeliness.
- Respector of the rights of people with regard for the opinion of all.
- A firm believer in the unity of Nigeria and accommodation of peoples of other nations.

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## EXPERIENCE

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### **CASHCONNECT MICROFINANCE BANK LTD**– *a fully digital micro finance bank*

**Deputy Finance Manager:** May 2021 – Present

- Financial reporting and balance sheet management.
- Review of bank statements to identify outstanding transactions and ensure resolution of reconciling items between the bank statements and the core application.
- Review bank statements to ascertain correctness of charges, commissions and posted transactions.
- Evaluate the financial performance of the organization and measure returns on investments.
- Ensure the conduct of periodic reconciliation procedures for all accounts maintained by the bank.
- Monitoring and management of portfolio, which include making recommendations and/or providing input to further develop the bank's lending policy.
- Coordinate with internal teams to develop risk mitigation strategies for payment processing and merchants management.
- Preparation and analyses of the monthly Credit report.
- Report the company's financial condition accurately and completely.
- Review internal bank policies to ensure they align with external banking regulations.
- Ensure that Anti-Money Laundering procedures are implemented and maintained in line with regulations.
- Engage with external consultants on digital banking products design and implementation.
- Perform other responsibilities as directed by the Chief Financial Officer or the Managing Director.

**FORWARD BUREAU DE CHANGE LTD**– *a retail foreign exchange dealer carrying on the business of Personal Travel Allowance (PTA), Business Travel Allowance (BTA), school fees, inward and outward transfer. It is a licensed outfit by CBN which ensure forex availability to the critical retail sector of the forex market in terms of supply.*

**Head-Accounts & Admin:** October 2019 – May 2021

- Compliance with standard operation procedures and proper accounting processes.

- Maintain and manage an effective system of controls throughout the company, covering non-financial as well as financial controls;
- Presentation of weekly and monthly reports to the Executive Management on the financial status of the company including; receivables, payables and profitability reports.
- Render weekly/monthly/yearly returns to CBN, ABCON and others as may be directed by the Regulatory Authorities.
- Visit CBN website regularly for updates and to download relevant circulars and advise Management promptly.
- Support the overall process of management and corporate decision-making to ensure the organization maximizes its short, medium and long-term profitability and returns to its shareholders.
- Ensure that appropriate standards according to company policy are established and complied with.
- Liaising with external auditors.
- Other assignments as delegated by the Managing Director.

**MAYOR FARMS AND AGRO SERVICES LIMITED** – *an integrated commercial farm engaged in poultry management, fish production and foods processing with over 60 staff strength and balance sheet size of over N0.5 billion, a subsidiary and related entities.*

**Internal Auditor:** March 2013 – October 2019

- Creation of standard operating procedures for operations and accounting to ensure that control is effective.
- Responsible for compliance with standard operation procedures and proper accounting processes.
- Responsible for review and approval of payments to all vendor and indeed all payments made by the organization.
- Reconciliation of bank statements for all bank charges, facilities fees, interest payment and principal payment of the organization.
- Responsible for review of all postings made day to day and presentation of weekly reports to the Executive Management on the financial status of the company including; receivables, payables and profitability reports.

General control functions on subsidiaries and related entities in addition with liaising with external auditors on tax matters.

**MEETNEEDS INVESTMENT SERVICES LIMITED** – a micro lending and leasing organization engaged in leasing, salary advance and business support services with average annual turnover of N600million.

**Internal Auditor:** May 2009 – Feb 2013

- Setting up accounting and management information and control systems for clients.
- Review of credit approved for customers to ensure it complies with the standard appraisal framework for credit approval.
- Disbursement of all payments to customers in line with management approval.
- Review of collateral deposits, guarantor cheques and all repayment cheques to ensure they comply with approval and all for safe custody.
- Daily call-over of all posting by the operations department.
- Liaising with external auditors and tax authorities.

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## **QUALIFICATIONS & EDUCATION**

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**Bachelor of Science in Accounting** – 2<sup>nd</sup> Class Upper - University of Lagos April 2014

**Associate Chartered Accountant (ACA)** – Institute of Chartered Accountants of Nigeria

**Member Microfinance Certification (MCIB)** - CIBN –April 2022

**Risk Based Internal Audit, Internal Control and Compliance**– May 2022

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## **REFEREES**

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To be provided on request.