

# ADEKAN MARY

09060154360    damuelmary@gmail.com

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Highly motivated and dependable computer science graduate with experience in IT and finance. Seeking to leverage my skills and experience to contribute effectively to a dynamic organization and grow professionally.

## **Experience:**

### **Investment Analyst Intern**

Nigeria Exchange Group

June 2023 – March 2024

- Conducted cash flow projection statements to analyze the future cash inflows and outflows.
- Developed a comprehensive financial model to assess potential investment.
- Performed investment settlement and investment management.
- Reconciliation of investment income

### **Account Assistant (NYSC)**

The Grid Restaurant and Winery

April 2022 – February 2023

- Conducted daily and monthly reconciliation.
- Prepared weekly budget and reconciliations.
- Responsible for processing and disbursing all approved payments to clients, vendors, and staff.
- Prepared financial statement.
- Assisted bookkeeper in daily operations with audits.

### **Finance Intern**

Hayat Kimya Nigeria Ltd

October 2020 – January 2021

- Prepared simple financial statement using organizational data
- Assisted in generating and analyzing reports, entering data and assisted with audits.
- Verified assets and liabilities.

### **IT Technical Support Intern**

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November 2019 – February 2020

- Assisted in troubleshooting network issues.
- Provided helpdesk assistance in resolving software, hardware and network related problems.

### **IT Technical Support Intern**

Lagos State Development and property Corporation

July 2019 – October 2019

- Created and managed user accounts
- Conducted hardware maintenance.
- Set up network printers.
- Installed operating systems and application software

### **Education**

B. Tech in Computer Science, 2021

Federal University of Technology Akure

Second Class Lower, CGPA: 3.30

### **Skills:**

- Microsoft office
- Microsoft Excel
- Power point
- Corel draw
- Figma
- Notepad++

### **Certifications:**

- Soft Skills Training (Jobberman), August 2021
- Diploma in Customer Service Skills (Alison), October 2021
- Digital Skills User experience (Accenture), December 2022
- Introduction to Investment Banking (Alison), July 2023