

# TAJUDEEN, KAZEEM OLABIYI

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## Professional Summary

I am an experienced banking professional with over 10 years of work experience using analytical and interpersonal skills to maintain customer satisfaction. Knowledgeable and innovative with vast experience in funds transfer, regulatory reporting and review, foreign exchange treasury operation, international trade finance operations including documentary credits, documentary collections, and guarantees.

## Work Experience

### Financial Analyst (Regulatory Reporting and Review)


Sterling Bank Plc


<https://sterling.ng/>

#### June 2019 - December 2022

- ☐ Monitored, analyzed, and evaluated operational risk and internal controls and assessed mitigants to ensure compliance with international standards and to guide against cash leakage or financial loss
- ☐ Actively participated in Information Management objectives including automation of tasks and process improvement leading to reduction in operating cost
- ☐ Assisted in process review and designed of suitable advanced process flow manual
- ☐ Analyzed financial impact of new monetary and fiscal policies on the company's business and Investment decisions with prompt recommendations to management as appropriate.
- ☐ Prepared Regulatory returns with monthly and quarterly summary of Funds flow Statement and various data reporting and analyses.
- ☐ Prepared daily cash flow forecast reports to determine borrowing needs and available funds for investment to ensure all financial obligations are met on a timely manner
- ☐ Timely prepared and presented weekly and monthly Management Accounts and Variance Analysis
- ☐ Timely prepared and presented daily and weekly performance updates with quantitative analysis, policy compliance report and recommendations for improvement to management.
- ☐ Monthly, Quarterly and Yearly Branch financial performance analyses in Charts, Graphs and Tables to management for prompt decision making.

## Contact

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## Skills

- ☐ Excellent communication
- ☐ Thorough and attentive to detail
- ☐ Excellent customer service
- ☐ Account reconciliation
- ☐ Business management
- ☐ Building relationships.
- ☐ Innate problem-solving
- ☐ Team player
- ☐ Time management

## Technical

M.S Office Suite (M.S Word, M.S Excel, Power BI, M.S Power Point)

## Education

### MBA, BUSINESS ADMINISTRATION

*(Financial Management Option)*

Ladoke Akintola University of  
Technology, Ogbomosho Oyo State,  
Nigeria; December 2015.  
(WES Verified)

### Higher National Diploma in Accounting

Federal Polytechnic, Ede Osun State,  
Nigeria  
**October 2009.** (WES Verified)

### National Diploma in Accounting

Federal Polytechnic, Ede Osun State,  
Nigeria  
**October 2007.** (WES Verified)

**BANKING OFFICER (Funds Transfer/ Account Reconciliation officer)**

**Sterling Bank Plc.**

**June 2017- June 2019**

- Executed daily reconciliation of Nostro accounts/ledgers. This prevented income leakage and reduced the number of unreconciled items in the banks books
- Reviewed documents and carried out customers' due diligence before effecting wire transfer via the SWIFT application
- Prepared daily and weekly reports for branch/region performance management
- Ensured procedural compliance to avoid operational risk losses and regulatory penalties
- Handled correspondent banks' enquiry relating to AML/CFT on customers' wire payment transactions

**SENIOR EXECUTIVE (Foreign Exchange Treasury Operations)**

**Sterling Bank Plc.**

**February 2014- June 2017**

- Performed foreign exchange purchase/sales to customers for processing trade related transactions (Letters of Credit & Bills for collections)
- Carried out Interbank foreign exchange sales/purchases confirmation and ensured prompt settlement of counter parties on due dates
- Executed Interbank foreign exchange takings/placement confirmation
- Prepared NOPL (Net Open Position Limit) report to the Central Bank of Nigeria daily
- Carried out interbank foreign exchange sales/purchases confirmation and ensured prompt settlement of counter parties on due dates
- Daily reconciliation of nostro/offshore accounts.

**EXECUTIVE TRAINEE (Documentary Credits/Collections and Guarantees)**

**Sterling Bank Plc.**

**June 2011- February 2014**

- Performed documentation review and carried out customers' due diligence
- Establishment/Amendment of Letters of Credit and Guarantees
- Processing and communication of acceptance of Bill of exchange
- Processed certificate of capital importation
- Notified remitting banks of receipt of shipping documents/treatment/communication of discrepant documents
- Maintained adequate and accurate customers' records/registers
- Reconciled Nostro accounts/ledgers daily