

OMOBOLA ADEBAYO

(613) -869-0005 : anuakanfe@gmail.com

PROFESSIONAL SUMMARY

Ethical and Professional with over 10 years of demonstrable experience in the financial sector, I offer an array of skills in excellent contribution to team work, an open mind, with the ability to quickly gain understanding of organizational policies, multitasking, problem solving, and stakeholder engagement, with focus on achieving the company's goals within deadline in a dynamic environment.

SKILLS AND COMPETENCIES

- Financial planning and analysis, Business analysis , Financial reporting and good knowledge of IFRS
- Payment and settlement processing, budgeting and forecasting, journal entries and reconciliations.
- Loan and other advances review and documentation.
- Assessment of risk and analysis, payables /receivable reconciliation, Revenue recognition IFRS 15
- Implementation of financial policies and test of controls for operational efficiency and compliance
- Proficient in Microsoft office (excel, word and power point) with the ability to learn new programs quickly
- Construction projects (qualifying assets - borrowing cost), Grants and its appropriation
- Customer and Client Relationship management able to exercise discretion and confidentiality
- Excellent communication (Listening, verbal and writing) and interpersonal skills, flexible and self-motivating
- Innovative thinking, organized with optimal attention to details and deadline compliance
- Planning and time management, conflict resolution with objectivity and negotiation skills

PROFESSIONAL EXPERIENCE

Lighthouse Church (Volunteer Service)

September 2022 - date

- Maintenance of the building facility

ALTERNA SAVINGS AND CREDIT UNION LTD

December 2021 – July 2022

Alterna Savings is the third largest credit union in Ontario and one of Canada's top 10 credit union.

PERSONAL BANKING ASSOCIATE

- Managed Client's relationship for all banking needs which included transaction processing (posting of journal entries for cash deposits and cheques, withdrawals, Bank draft preparation, inputting wire transfer details and follow-up for completion with correspondence units, and other e-channel payments), account opening and documentation, risk assessment on financial transactions and financial advisory on guarantee deposit investments.
- Daily reconciled the branch's general ledgers for balancing and correctness of all transaction posted
- Managed the branch cash position to ensure availability and operational efficiency, also ordering of foreign currency cash to ensure client's need are met.
- Processed registered deposits such as RSP, RIF and TFSA in collaboration with other corporate teams.
- Processed Estate account settlement for deceased client and worked with other teams within the organisation to ensure smooth transitioning for executors
- Managed monthly operational health and safety reporting for employees at the branch to ensure an excellent working environment and reduced risk
- Worked with other team members to ensure excellent service delivery to internal and external clients.

ZENITH BANK PLC, NIGERIA

November 2008 – April 2020

Zenith Bank PLC is the largest bank in Nigeria and African's 6th largest bank by shareholder's fund. It is a multinational company that provides financial service, with banking as its core operation.

ACCOUNT RELATIONSHIP OFFICER:

- Prepared monthly financial report for the Bank's branch, computing the generated revenue and business cost to arrive at the operating profit.
- Performed variance analysis monthly on the projected profit versus the actual income (and other various operating parameters) including notes of details for decrease or increase in performance.
- Reviewed periodically the year to date monthly income against the forecasted annual profit, to assess the financial performance of the Bank branch.
- Reviewed and interpreted the financial statement of corporate entities to understand their financial performance and assess the risk for approval of Loans and other forms of credit.
- Performed due diligence on corporate clients to assess their financial value and risk inherent on their transactions.
- Performed foreign currency transactions for individual and corporate customers, assessed their risk in line with the company policy and regulatory requirements
- Reconfirmed client's financial payments instructions as a control process to prevent fraud
- Generated financial data for management and business reporting purpose.

TREASURY AND INVESTMENT ADVISORY OFFICER:

- Provided investment advisory (investment analysis) services to customer on their funds for both risk free (treasury bills) and guarantee investment deposits.
- Daily reviewed bank-branch treasury investments for maturity, liquidation and roll over of customer's fund based on their instructions.
- Posted treasury investment transactions, confirmed accuracy, and completeness of investment instructions. Advised investment contract letters to individuals and corporate customers.
- Prepared Report on weekly, monthly and annual basis on the performance of the bank-branch with respect to income, expenses, liabilities and assets.

BANK OPERATION AND CASH OFFICER:

- Posted customer's transaction (Journal entry appropriation) of tickets/invoices (cheques, cash deposits, withdrawals and other payment instruments) and processed employee expenses
- Processed tax remittance of individuals and corporate entities for state and federal taxes
- Provided supervisory and leadership support to front desk officers like tellers and customer service officers.
- Reviewed daily banking transaction tickets as a control process and also to ensure compliance with the organisation's accounting policies.
- Managed the branch and ATM cash operations, to ensure cash flow adequacy. Also reconciled ATM general ledgers to eliminate overage, shortage and achieve cash balance accuracy.
- Tracked and processed chargebacks, reconciled and verified transaction entries in books of account.

EDUCATION, PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS

ACCA (Professional Certification in Accounting) UK

Student, (All compulsory examinations inclusive of strategic professionals have been passed and two optional papers awaiting completion) To work towards CPA thereafter.

CURRENTLY

The Chartered Institutes of Bankers Nigeria

(Academic Associate degree in Accounting, Banking, and finance ACIB) Membership No: A81149

2009 - 2013

University of Ilorin, Kwara State, Nigeria

BSc, Industrial Chemistry, Second Class upper Honours
Canadian Equivalency – Bachelor's degree (four years)
WES verified (Ref 3685138IMM)

2002 - 2006