



EDWARD KAYODE

Akobo, Ibadan Nigeria
+2348138156395 | edwardkhayode@gmail.com
LinkedIn.com/edward kayode.

PROFESSIONAL SUMMARY

Diligent Financial Auditor, establishing and implementing strategic financial objectives to achieve company targets. Dedicated to improving audit processes through exceptional attention to detail for the effective and efficient running of organization services as well as willingness to take on added responsibilities to meet team goals.

SKILLS

- Fraud investigations and Financial reporting
- Risk assessments and internal audit execution
- Joint compliance reviews
- Attention to details and been result oriented.
- Outstanding customer service, complaint handling and resolution
- Written and verbal communication skills
- Inventory control, invoicing and receipts
- Professional demeanour and problem solver
- Proficiency in computer packages e.g. Microsoft word, Excel, Power Point, Microsoft office etc.

WORK HISTORY

- **Altara Credit Limited Lagos**
Sep 2021 - Till date
Internal Auditor
 - Performed internal audits of financial and departmental operations, developing risk assessments and conducting process walkthroughs for compliance with documented processes.
 - Prepare reports on risk and information gleaned from audits and distributed to appropriate personnel.
 - Worked collaboratively with team members in communicating audit observations and developing valuable, realistic audit recommendations for improved outcomes.
 - Collaborated with team members and team lead to identify and develop current and future audit requirements.
 - Created and delivered risk management presentations for committee and board.
 - Managed a diverse portfolio, ensuring effective, timely delivery of high quality audit engagements.
 - Monitored sales and collection performance to maintain compliance with statutory and organization requirements.
 - Diminished financial discrepancies, accurately reconciling accounts while reviewing material assets, net worth, liabilities, surplus, income and expense data.
 - Explained risk and compliance concepts to managers and executives.
 - Recommended new methods to improve internal controls and operating efficiency.
 - Documented recommendations to improve internal controls.

- **Altara Credit Limited Ibadan Nigeria**

July 2020 - August 2021

CUSTOMER SERVICE REPRESENTATIVE

- Provided primary customer support to internal and external customers.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Liaised with customers, management and sales team to better understand customer needs and recommend appropriate solutions.
- Responded to customer requests for products, services and company information.
- Fielded customer questions regarding available merchandise, sales, current prices and upcoming company changes.
- Recommended products to customers, thoroughly explaining details.
- Collected customer feedback and made process changes to exceed customer satisfaction goals.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Used company troubleshooting resolution tree to evaluate technical problems and find appropriate solutions.

- **Workscope Projects Limited Ibadan Nigeria**

Sep 2019 - March 2020

QUALITY CONTROL OFFICER (INTERNSHIP)

- Streamlined QA processes by working closely with development teams and staying abreast of changing product demands.
- Monitored performance and generated reports detailing quality of product and defect rates.
- Carryout Quality Control on Huawei RF links for operation efficiency.
- Used ISDP to inspect quality of products, taking note of functionality, appearance and other specifications.
- Performed daily inspection rounds throughout facilities to check on all installation materials and Tower sites.
- Coordinated with system partners to finalize designs and confirm requirements.

EDUCATION

- **ISP COMPUTER INSTITUTE**

2017

Post-Graduate Diploma in Information Technology

Upper Credit

- **Kogi State University**

2016

Agronomy

GPA:4.16

ACCOMPLISHMENTS

- Used Microsoft excel in tracking inventory, invoice spreadsheets and daily reconciliation of sales.
- Known for forward-thinking initiatives that contributed to improved sales performance.

INTEREST

- Reading
- Playing chess
- Solving Puzzles