

## BUSINESS DEVELOPMENT ANALYST

### Summary

I am seeking career as Product Control Analyst in a diverse and multinational company that value integrity, courage, good leadership disposition, enthusiastic leaning, teamwork, and performance; where my comprehensive academic experience in finance, accounting, investment and management can be effectively utilized.

### Highlights

Superior time management

Financial accounting and control management

Financial analysis and reporting

MS Office Suites and QuickBooks

Advanced computer proficiency

Analytical and problem solving abilities

Critical thinking with deadline driven

- Strategic and financial planning and modeling
- Proficient in SAP (FICO)
- Business analysis and valuation
- Budgeting
- Forecasting and planning

### Accomplishments

Led the development of two financial reporting methods to measure productivity and efficiency of two giant Oil and gas companies.

### Experience

Business Development Analyst

August 2012 to Current Company Name - City , State

- Managed budget forecasting, goal setting and performance reporting for all accounts.
- Analyzed legal documents, including wills, insurance policies and corporate contracts.
- Designed and created weekly and monthly spending reports.
- Coordinated with underwriters, lenders, loan managers and securitization teams to manage portfolios.
- Oversaw investment portfolio analysis, file maintenance and broker verification.
- Delivered performance updates, quarterly business reviews and planning meetings. Optimized current revenue streams by networking for additional business prospects with established clients.
- Planned strategic brand-building events to expand the product portfolio.
- Contacted new and existing customers to discuss how specific products could meet their needs.
- Identified, coordinated and participated in client relationship-building activities and meetings.
- Answered customer questions regarding products, prices and availability.
- Generated new accounts by implementing effective networking and content marketing strategies.
- Developed strategies and processes that increased patronage and customer base of the company Effectively managed the development, and implementation of insurance policies for insurance holders Evaluated business trend and adopted strategies that ensure customer satisfaction Maintained strong relationships with existing accounts and develop new accounts Prepared proposals, and managed various meetings and presentations to potential

customers Provided quotes to customers, process premium payment, and issued policy update.

Correction and Family Liaison Officer (Part Time)

July 2009 to Current Company Name - City , State

- Routinely reviewed housing assignments and reassigned inmates when needed.
- Informed inmates and visitors of rules, safety and security procedures and responsibilities. Maintained daily logs of shift activity.
- Diligently implement visitation, safety, security rules, procedures, and precautionary measures Received and inspected mail, property and supplies from visitors on behalf of designated inmates Directed the activities of inmate working on maintenance, operations, and other projects Prepared, processed and maintained forms, reports, logs, records and activity journals Completed new intakes paperwork, \*ngerprints, searches, material issued and supplies to inmates.

Customer Service Associate

July 2009 to July 2012 Company Name - City , State

- Performed registers audit, assisted in preparing and maintaining inventory records Supervised front end cashiers and organized the store, including the checkout desk and displays Operated cash registers and processed gift cards, coupons, and all payment modes with accuracy Performed sale opening and closing procedures, including counting of cash register Effectively handled customer relations issues and in accordance with company policies.

Account & Finance Officer

January 2007 to February 2009 Company Name - City , State

- Managed accounting operations, accounting close, account reporting and reconciliations.
- Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.
- Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.
- Performed general accounting and finance functions including: Developed financial modelling using excel spreadsheet to analyzed, and report financial statements Preparation of journal and ledger entries, account analysis and balance sheet reconciliations.
- Built and maintained databases for forecasting future financial performance Presented reports on economic trends of business that enhanced process improvements Managed account payables and receivables.
- Researched and resolved billing and invoice issues.

Education

MBA : Finance & Management , 2014 University of Houston - City , State GPA: GPA: 3.80/4.00

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BBA : Accounting , 2007 Ambrose Alli University - City , State , Nigeria

Accounting

Skills

General financial accounting and control

Strong analytical and attention detail

Multi-tasking with strong deadline driven

Advanced computer skills (Microsoft Office suites : Word, Excel, PowerPoint, and Access) and QuickBooks.