

OJUTIKU, TOLUWANIMI OLUWASEUN

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EDUCATION

2015, September - 2019, June

B.Sc. Economics (First Class; 4.81/5.00 CGPA)

BABCOCK UNIVERSITY, Ilisan-Remo, Ogun State

Principles of Finance, Research Methodology, Operations Research, Monetary Economics, Macroeconomics
Microeconomics, Applied statistics, Managerial Economics, Development Economics

2009, September-2015, July

Apostolic Faith Secondary School, Anthony Village, Lagos

West African Senior School Certificate Examination (WASSCE); 8 distinctions and 1 credit in 9 subjects

PROFESSIONAL CERTIFICATIONS AND TRAINING

- Association of Chartered Certified Accountants (ACCA) , Affiliate – (2021, April)
- Data Analytics Essentials with Power BI; UDEMY – (2020, July)
- Microsoft Office Specialist in Excel – (2016, December)

WORK EXPERIENCE

2020, November – Date

Lekki Free Zone Development Company (LFZDC)

Administration Officer

In my role as an Administration officer, I:

- Prepare monthly administrative department reports, comparing administrative expenses with monthly budgets and explaining variances
- Assist in the preparation of the annual budget for the Administrative unit.
- Ensure LFZDC obtains value for money for every item procured for office use
- Manage office store inventory, disburse inventory and keep proper records of stock items
- Ensure policies governing inventory management and procurement are implemented effectively.

2020, February – November

Lekki Free Zone Development Company (LFZDC)

HR & Administration Intern (NYSC)

- Worked closely with the finance team by preparing expense documents for approval and retiring all expense transactions to the finance department
- Managed office store inventory, disbursed inventory and kept proper records of stock items
- Assisted auditors in inventory count and verification exercises
- Processed leave application for members of staff.

2019, September

United Bank for Africa (UBA) Group

Intern, Card Operations

- Successfully managed the reconciliation of all card transactions of an African country, improving my Microsoft Excel skills
- Identified outliers during reconciliation, investigated these and escalated for resolution, effectively improving client experience.

2019, May – August

ABIP Professional Services

Operations Intern

- Performed tests on clients internal control system, gathered audit evidence and prepared a client's letter on internal control
- Carried out supplier payment reviews and compliance checks for a client.

- Prepared bank reconciliation statements and recorded withholding Tax receipts.
- Routinely posted transactions into SAGE and filed documents.

LEADERSHIP EXPERIENCE

Pioneer Personnel Manager, Babcock Finance Society (2018, November – 2019, April)

- Worked on a team of pioneers to design a sustainable structure for the Babcock Finance Society.
- Established procedures around recruitment and developed a template for succession planning for the society.

Financial Secretary, Economic Students' Association, Babcock University (2017, September – 2018, April)

- Negotiated the release of funding and ensured funds were deployed to achieve budget performance.
- Implemented a program to increase projected revenue by c. 5% through souvenir sales.

MERIT AWARDS & DISTINCTIONS

- ACCA Prize Winner, Financial Management (2019)
- ACCA Prize Winner, Financial Reporting (2019)
- Dean's Award for Best Graduating Student, Faculty of Social Sciences, Babcock University (2019)
- Best Graduating Student, Department of Economics, Babcock University (2019)
- Globacom/Huawei Award for Academic Excellence (2019)
- Awards for Outstanding Academic Performance, Economics Dept., Babcock University (2016 - 2019)
- ACCA Certificate of Achievement, Corporate & Business Law (2018)
- ACCA Certificate of Achievement, Financial Accounting (2017)
- ACCA Certificate of Achievement, Accountant in Business (2017)

TECHNICAL SKILLS

Financial Modeling, Financial Analysis & Reporting, International Financial Reporting (IFRS) Standards, Macroeconomics Research, Microsoft Office Suite, Report Writing

INTERESTS & VOLUNTEERING

Interests: Financial Analysis, Market and economic research and analysis, Development Finance, Travelling.

Volunteering: Various community outreaches through *Lagos Food Bank*, *Trendz Club* (Babcock University) and Orientation Broadcasting Service (OBS, NYSC).