

CURRICULUM VITAE

DAHUNSI, Oluwajide Tunji

HND Accounting, ACA, ACS

Date of Birth: December 22, 1980

Address: 16, Unity Avenue, Owode Onirin Bus Stop,
Ikorodu Road, Lagos.

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A highly enthusiastic, resilient, productive, result-oriented, great team player with strong communication, methodological, time management, analytical and problem solving skills. Reliable and dedicated with the ability to grasp and apply new procedures quickly, organize and prioritize tasks to meet deadlines and adapt readily to new challenges.

Education and Certifications

CHARTERED INSTITUTE OF STOCKBROKERS (CIS)	<i>Associate Chartered Stockbroker (ACS)</i> 2019
INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)	<i>Associate Chartered Accountant (ACA)</i> 2017
NATIONAL YOUTH SERVICE CORPS Borno State	<i>National Youth Service Certificate</i> 2010-2011
MOSHOO ABIO LA POLYTECHNIC, ABEOKUTA Ogun State	<i>Higher National Diploma in Accounting (Upper Credit Division)</i> 2007-2009
MOSHOO ABIO LA POLYTECHNIC, ABEOKUTA Ogun State	<i>National Diploma in Accounting (Upper Credit Division)</i> 2004-2006
WEST NIGERIA CHRISTIAN COLLEGE Ogun State	<i>2 years Diploma in Biblical Studies (Upper Credit Division)</i> 2002-2004
FBA COMPUTER COLLEGE Egbeda, Lagos	<i>Diploma in Desktop Publishing</i> 2002
COMMUNITY GRAMMAR SCHOOL Akowonjo, Lagos	<i>Senior School Certificate Examination</i> 1992-1998
EBENEZER PRIMARY SCHOOL Akowonjo, Lagos	<i>First School Leaving Certificate</i> 1986-1992

Work Experience

❖ February 2019 to date

NLPC Pension Fund Administrators Limited, 312A, Ikorodu Road, Anthony, Lagos State

DESIGNATION: Investment Research Analyst

POSITION: Senior Officer

Responsibilities:

- ✓ Weekly research analysis (market review)
- ✓ Investment appraisal for fixed income investments and other asset classes
- ✓ Preparation of both BUY & SELL orders to stockbrokers on equities trades.
- ✓ Analysing quarterly, half yearly and annual reports of organizations
- ✓ Money markets rates negotiations and bond transactions.
- ✓ Carry out research into the Money and Capital Markets for investment opportunities
- ✓ Review rating reports of organizations and States.

- ✓ Analysing data from NBS, CBN, NSE and other regulatory agencies
- ✓ Attend investors meetings etc

❖ **June 2017 to January 2020**

NLPC Pension Fund Administrators Limited, 312A, Ikorodu Road, Anthony, Lagos State

DESIGNATION: Reconciliation Officer

POSITION: Senior Officer

Responsibilities:

- ✓ Updating clients' contributions
- ✓ Reconciling clients' account and solving irregularities
- ✓ Analyzing Admin fees and other regulatory charges
- ✓ Execution of RMAS report for Regulator (National Pension Commission)
- ✓ Performing research and other pertinent findings
- ✓ Liaising with Benefits/claims department

❖ **March 2014 to May 2017**

DESIGNATION: Internal Audit Officer

Responsibilities:

- ✓ Planning, and reviewing strategies on internal audit
- ✓ Conduct pre and post audit exercise to ensure accuracy and compliance
- ✓ Verification of transactions flow against standard procedures
- ✓ Reviewing procedures in line with PenCom guidelines
- ✓ Provide regular monitoring and reporting of financial risk

❖ **April 2012 to February 2014**

DESIGNATION: Business Development Executive

Responsibilities:

- ✓ Planning, and reviewing strategies on marketing
- ✓ Prospecting of Clients
- ✓ Organizing Interactive Forum to enlighten clients on the development in the Pension Industry
- ✓ Fund Generation and relationship management

❖ **July 2010 – June 2011**

CHIBOK LOCAL GOVERNMENT Local Government Secretariat, Chibok, Borno State

DESIGNATION: NYSC Staff

Responsibilities:

- ✓ Raising of payment vouchers
- ✓ Taught briefly at Government Girls Secondary School, Chibok.
- ✓ Conducted the 2011 Voters Registration and General Election.
- ✓ Coordination of all corps members posted to the Local Government

❖ **January 2008 – December 2008**

LARRY "S" ENTERPRISES, Egbeda, Lagos

DESIGNATION: Account Clerk

Responsibilities:

- ✓ Book keeping and Account
- ✓ Review of products and the quality of service to be delivered to client.
- ✓ Preparing Bank Reconciliation Account

Seminars Attended

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| 2020 | The Institute of Chartered Accountants of Nigeria (ICAN) <ul style="list-style-type: none"> - Building Resilience among Chartered Accountants - Strategies for Mitigating Economic Crisis in Nigeria |
| 2020 | Chartered Institute of Stockbroker (CIS) <ul style="list-style-type: none"> - Data Security in Financial Services |

- Opportunities for Stockbrokers: Post Covid-19 Pandemic
- Rising Public Debt and the Capital Market

- 2020 United Bank for Africa (UBA)**
 - The UBA Africa Day Conversations 2020: Growth, Jobs and Sustainable Development Amidst A Global Pandemic
- 2018 Ikeja & District Society of The Institute of Chartered Accountants of Nigeria**
 - Auditors Report Unmodified And Modified Including Going Concern And Key Audit Matters
 - NOCLAR: New Transparency Thrust on Chartered Accountants
- 2016 Yorkcity Consult** (Sheraton Hotel, Ikeja, Lagos State)
 Communication, Negotiation And Digital Marketing
- 2010 National Youth Service Corps** (Orientation Camp, Borno State)
 Reproductive Health and HIV/AIDS Prevention and Care

Positions Held

- 2010/11 **Corps Liaison Officer**, Chibok Local Government, Borno State
- 2010 **Trainer**, National Reproductive Health and HIV/AIDS Prevention and Care through NYSC
- 2009 **Chairman**, Advocate Forum, Mapoly.
- 2006 **General Secretary**, National Association of Polytechnic Accountancy Students, Mapoly, Abeokuta.
- 2006 **Secretary**, ND 2 Elders and Award Committee, Mapoly.
- 2006 **Active Member**, Joint Minds Ambassadors, Mapoly.
- 2004 **President**, Preachers' Club WNCC, Abeokuta.
- 2004 **P. R. O.** Communication and Art Club, WNCC, Abeokuta.

Awards

- 2009 **Outstanding Personality of the Year**, Advocate Forum, Mapoly.
- 2006 **Most Committed Executive Member**, National Association Of Polytechnic Accountancy Students, Mapoly, Abeokuta.
- 2006 **Most Popular Student in ND**, Mapoly.
- 2004 **Best Student in English**, West Nigeria Christian College, Ogun State.

Skills

- Excellent organizational skills, ability to multi-task and organize others.
- Excellent oral and written communication skills and ability to professionally represent any office & ability to work under pressure and be flexible as part of a small team.
- Attentive to details, ability to filter information and assess priorities.
- Gained sound understanding of critical analysis and evaluation of policies formulated in meeting target objectives.
- Proficiency in Computer Desktop Publishing

REFEREES

MR SAMUEL ABOLARIN

Managing Director,
 NL&PC Limited.
 Anthony, Lagos.
 08023065682

MR AKINTUNDE AKINBANJI

Director, SBMS
 Moshood Abiola Polytechnic,
 Abeokuta, Ogun State.
 08067986133

MR ADE AJETUNMOBI, FCA

Chartered Accountant,
 Orisunmbare, Idimu
 Lagos.
 08034144260