## SHADIYA

C/o-Mob:+971 505891826 | Email: shadiya.345276@2freemail.com

#### PROFILE

I am a hardworking, reliable and dedicated individual with strong work experience in Corporate Finance and office administration, now looking to deplore these skills in a new role. I have excellent communication and organizational skills and also a good team player. I can work well with little or no supervision as I take initiatives on completing tasks to a high standard. I am flexible and readily eager to learn new things in my next workplace environment.

EMPLOYMENT

Workplace Administrative Officer,

Timophy Healthcare Services Ltd, Swanley, United Kingdom | Dec2014 - Aug 2016

* Responsible for the day-to-day general administration of the office
* Receives all calls to the organization
* Attend to all enquiries
* Dealing with incoming and outgoing mail and general emails.
* Ordering of materials and office supplies
* Undertake and assist in the recording and processing of invoices, receipts and payments as required
* Undertake general administrative duties

Executive Trainee/Executive Assistant/Senior Executive Assistant

Intercontinental Capital Markets Limited, Lagos |April 2004 - March 2012

* Assisted in setting up the Abuja branch office
* Prepared Offer documents (Prospectus, Rights Circular, Placement Memorandum) for transactions
* Liaised with the regulatory authority for approvals of transactions
* Reviewed various Corporate Finance Agreements
* Prepared daily stock valuation for the company portfolio and weekly presented to the investment committee and executed the committee’s recommendations
* Analyzed the share price movement to assist the company make strategic decisions on the portfolio
* Coordinated investment committee meetings to decide on positions of the company’s portfolio
* Maintained and Reconciled Issue Proceeds Account with Receiving Banks and Registrars
* Interfaced with customers and responded to their queries promptly
* Prepared the group's monthly income and advises
* Prepared weekly activity reports

Stockbroking Executive

Integrated Trust & Investments Limited, Abuja, Nigeria |August 2001-April 2004

* Managed the day-to-day running of the Abuja branch office
* Generally oversaw to the branch’s administration and assets
* Established relationships with prospective corporate and individual clients for investment in stocks
* Liaised with the Head Office for verification of clients’ share certificates
* Managed and monitored customers’ investments portfolios
* Advised clients on investments
* Liaised with the regulatory authority (Securities & Exchange Commission) on issues concerning the organization

National Youth Service Corp member

Nigerian National Petroleum Corporation, Abuja, Nigeria | July 2000 - 2001

* Worked at the Administrative Department: Surveillance & Investigation Unit
* Prepared the Investigation, Surveillance and Intelligence reports
* Responsible for the filing of security related documents of the organization for safe keeping
* Dispatch of correspondences

Industrial Attaché

Unipetrol Nigeria (Oando) Plc, Lagos, Nigeria |Nov 1996 – Nov 1997

* Liaised with managers of the company’s branches for inputs into the Total Accounts Receivable
* Preparation of Total Account Receivable for board deliberation and approval
* Preparation of Reconciliation Account
* Dispatch of correspondences

#### EDUCATIONAL QUALIFICATIONS

**2012**University of Sunderland- BA (Hons.) Business Management:2nd Class Hon.

**2000** Certificate in Computer Studies

**2000** Higher National Diploma: Business Administration & Management, Upper Credit

**1996** National Diploma: Marketing

#### PROFESSIONAL MEMBERSHIP

Associate Member, Certified Pension Institute of Nigeria

Student Member (Level II), Chartered Institute of Stockbrokers

Microsoft Office professional user

##### PERSONAL DATA

**Date of Birth:** August 14, 1978

**Place of Birth:** Owo, Nigeria

**Marital Status:** Married

**Nationality:** Nigerian

**Visa Status:** Partner Visa

##### EXTRACURRICULAR ACTIVITIES

Listening to music, reading and sewing for family members.

##### REFERENCES

Available on request