

HABEEBAT OLUWATOMISIN ODEYEMI

Regulatory Compliance Acceleration Programme (RCAP) Applicant

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PROFESSIONAL SUMMARY

Actuarial Science graduate (University of Lagos, 2024) with hands-on experience in compliance-driven work across insurance and pension verification. Experienced in Know Your Customer (KYC) documentation, data protection compliance, record accuracy, and identifying and escalating discrepancies. Spent 16 months in non-life underwriting at AIICO Insurance Plc, keeping client records compliant and reporting regularly to the finance team. Research-minded and detail-oriented, with a strong interest in building a career in data privacy and regulatory compliance.

KEY SKILLS

- Regulatory and data protection compliance: Data protection compliance, adherence to company customer-update requirements, verification activities in line with pension regulations and data protection policies
- KYC and verification: Know Your Customer (KYC) documentation, client-record updates for new and renewal business, client data and biometric capture
- Control and escalation: Discrepancy identification, incomplete-record follow-up, escalation of complex cases to supervisors
- Reporting and records: Daily, weekly, monthly, quarterly and annual reports, budget tracking, accurate Excel databases
- Research and analysis: Claim ratio analysis, risk assessment, coursework in statistics, risk analysis and financial mathematics
- Tools: Microsoft Excel and Office Suite, Google Suite, TurnQuest CRM, Gen AI tools

PROFESSIONAL EXPERIENCE

Underwriter | AIICO Insurance Plc, Lagos

April 2025 – August 2026

- Kept all underwriting records and client files up to date in line with company customer-update requirements, for new and renewal business.
- Completed Know Your Customer (KYC) documentation for individual and corporate clients while assessing risk on an average of 20 policies a week across travel, auto, personal accident and professional indemnity.
- Tracked transactions weekly, monthly, quarterly and yearly to measure progress against the annual budget.
- Prepared the weekly commission report for the finance team and the weekly survey and inspection report for the Retail Non-Life team.
- Advised more than 10 agents on the documents needed, premiums and product recommendations.

Project Staff, Virtual Assistant (Pension Verification) | AVAS Technology Ltd, Lagos | June 2023 – November 2024

- Ensured verification activities complied with pension regulations and data protection policies.

- Identified discrepancies and incomplete records and escalated complex cases to supervisors.
- Prepared daily and weekly reports on verification progress, challenges and completed cases.
- Guided thousands of pensioners through the verification process by phone, email and messaging platforms, and scheduled virtual verification appointments with reminders.

Data Entry Specialist | Omnicom, Lagos | March 2024 – May 2024

- Managed and updated large Excel databases with a high degree of accuracy, keeping data consistent and complete.
- Organized and maintained structured records for thousands of assets across nationwide locations, meeting strict deadlines with minimal errors.

Project Staff, Data Capture | AVAS Technology Ltd, Lagos | July 2021 – May 2023

- Collected client data and biometrics (face ID and fingerprints) and uploaded them to the National Identity Management Commission (NIMC) database.

EDUCATION

BSc Actuarial Science | University of Lagos, Lagos | August 2024

- Coursework in financial mathematics, risk analysis, statistics and business economics.
 - Final Year Research: Effect of Pension Contributory Fund on Economic Growth and Development in Nigeria
- Chartered Insurance Institute of Nigeria (CIIN): Student Member

PERSONAL PROJECT

Claim Ratio Analysis App (Meridian Cove) | Personal portfolio project | 2026

- Built a claim ratio tool for auto insurance with Gen AI tools, using a fictional insurer (Meridian Cove Insurance) and a 50-policy dataset I created.
- Checked the logic on a worked case: a 2M claim against a 4M premium over three years gives a 50% claim ratio.
- Added a dashboard to upload data, search and filter records, and export reports to Excel, PDF and CSV.

CERTIFICATIONS & TRAINING

- AI Engineering: BuildWithEnomfon, 2026
- Leadership Program: Aspire Institute, 2026
- Graphic Design: TS Academy, 2026
- McKinsey.org Forward Program: McKinsey.org, 2025
- Data Entry Tools and Techniques: Alison, 2024
- Virtual Assistant: ALX Foundation, 2024
- AI Career Essentials: ALX Foundation, 2024
- Soft Skills Training: Jobberman, 2021

REFERENCES

Available upon request.