

CHUKWUEMEKA DIVINE CHINONSO

Compliance & Risk Analyst | Documentation & Audit | Operations

Abuja, Nigeria | Divineandy820@gmail.com | +234 906 528 2674

PROFESSIONAL SUMMARY

Compliance and Risk professional experienced in documentation review, audits, regulatory monitoring, risk identification, corrective-action follow-up, and reporting. Reviewed 1,000+ loan files and conducted 100+ documentation audits. Holds a B.Eng. in Agricultural & Bioresources Engineering, HSE Level 3 training, and experience with AI, IoT, and data analysis.

CORE SKILLS

- Regulatory Compliance
- Documentation Audits
- Risk & Exception Tracking
- Corrective Actions
- Audit Reporting
- Records Management
- AML Monitoring
- Data Analysis
- HSE Awareness
- Microsoft Excel, Word & PowerPoint
- Cross-Functional Collaboration

PROFESSIONAL EXPERIENCE

MUTUAL TRUST MICROFINANCE BANK, Abuja

Verification & Compliance Officer | 2025–2026

- Reviewed and verified 1,000+ loan files for accuracy, completeness, and policy compliance.
- Conducted 100+ documentation audits, identifying gaps and compliance exceptions.
- Prepared audit reports and tracked corrective actions to resolution.
- Supported CBN compliance, AML monitoring, and consumer protection activities.
- Collaborated with Credit, Legal, and Operations teams to resolve compliance issues.
- Maintained accurate records to support audit readiness.

MUTUAL TRUST TRAINING & CONSULTANCY LTD, Abuja

Loan Recovery Officer | Jan 2025–Nov 2025

- Monitored overdue accounts and maintained recovery records.
- Supported loan rescheduling and recovery activities in line with company policies.
- Prepared case documentation and followed up on outstanding actions.
- Coordinated with internal and legal teams on complex cases.

INDEPENDENT NATIONAL ELECTORAL COMMISSION

Assistant Presiding Officer – Ad Hoc Staff | 2023

- Conducted verification and authentication activities with accuracy and procedural compliance.
- Maintained records and supported logistics in a time-sensitive environment.

NIGERIAN INSTITUTION OF AGRICULTURAL ENGINEERS

Intern | 2024

- Participated in training on AI and IoT applications for sustainable development.
- Gained exposure to technology-enabled and data-driven systems.

MONAD METRIC GUILD

Web3 Analytics Cohort Programme | 2023

- Analysed blockchain data and developed dashboards for reporting insights.

MINISTRY OF AGRICULTURE, AWKA

SIWES Intern | 2021–2022

- Supported agricultural field operations, tractor maintenance, and equipment activities.

EDUCATION

Nnamdi Azikiwe University, Awka

B.Eng. Agricultural & Bioresources Engineering | 2016–2022

CERTIFICATIONS

- HSE Level 3 – Job Skills Training Institute
- Anti-Money Laundering – Mutual Trust Microfinance Bank
- Microfinance Certification Programme – CIBN
- Web3 Analytics Cohort Programme – Monad Metric Guild

TECHNICAL SKILLS

Microsoft Excel, Word, PowerPoint | Data Analysis | Reporting | Dashboards | Records Management | Compliance Documentation | AI and IoT Applications

LANGUAGES

English – Fluent | French – Intermediate | Igbo – Native

References available upon request.