

Moses I. Ilenbiluan
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PROFESSIONAL OBJECTIVE

Seeking a position in administration/finance where I can use my over 10 years proactive banking/finance, accounting, administrative, financial and medical records management experience to optimize corporate market share, performance, and profitability while constantly reviewing organizational SWOTs towards set goals and objectives.

SUMMARY STATEMENT/CORE COMPETENCIES

Financial Manager with a sound grounding in financial/credit analysis, medical records administration, credit administration/ control, financial management, operations/risk management, relationship management, budgeting/budget analysis, and staff training.

WORKING EXPERIENCE

Wilberforce University, 1055 N. Bickett Road, Wilberforce, OH 45384

Adjunct Professor, Business/Accounting 09/2010 - Present

- Teaching business studies, accounting, auditing, and economics

Mental Health & Recovery Center of Clinton County

953 S. South St; Wilmington, OH 45177

Medical Records Account Coordinator 01/2008 – 07/2009

Duties: Responsible for all medical records management accounting issues, clients' intake records, clinician services records auditing, release of information inline with HIPAA, charts logistics, and chart room security.

Accomplishments:

- Reduced chart errors and improved quality improvement /reimbursements by 90%.
- Reengineered file room and reduced missing incidents to zero
- Reduced waiting time on ROI to 4 working days
- Pioneered paper to e-records for the agency

STG Group Inc. 2040 Hewitt Avenue Dayton, OH 45440

Manager, Finance/Administration 04/2002 – 12/2007

Duties: Responsible for keeping of all books of account, budgeting/budgetary control, relationship management, general administration. Supervised administrative/accounting staff of 10 members, and occasionally led audit teams.

Accomplishments:

- Reduced labor cost by 25% by developing/implementing a new workstudy technique which reduced staff and no of days spent on field trips.
- Implemented a new stock control/receivables follow-up policy which reduced bad debts by over 75% and improved revenue by \$1.2m.

International Bank for W. Africa (Afriland Plc) 94 Broad St. Lagos Nigeria

Senior Manager, Corporate Finance-01/1998 – 01/2002, Senior Manager Risk

Portfolio -01/1994 -12/1997

Duties: As senior manager corporate finance, I supervised customers' credit request and financial analysis functions, relationship management, and marketing. I managed 9 credit

analysts/relationship officers and made final lending approval recommendations on their appraisals to management. In my position as Senior Manager Risk Portfolio, I was responsible for overseeing the bank's risk assets, regularly reviewing them for quality assurance, and making provisions for bad/doubtful debts and recovery.

Accomplishments:

- Increased customer business share by over 80% and unit profitability by over \$25.0m through aggressive relationship management in corporate customer banking
- Trained credit/relationship officers/managers on credit and marketing nationwide
- Designed a portfolio review format for efficient risk management and reduced bad debts by over 60%
- Appointed member of the Strategic Planning Committee to reposition the bank by Arthur Andersons Inc.

Manager, East Regional Operations/Administration 11/1990 -12/1993

Duties: Coordinated general banking operations of regional branches, developed, monitored and consolidated operational budgets, analyzed variances, reviewed staffing positions, and visited branches/customers as part of effective relationship management.

Accomplishments:

- Saved the region over \$1.0m annually through effective asset stock control
- Increased regional profitability by over 75% through prompt deposits transfer monitoring

Asst. Manager, Network Lending, Afribank Plc 02/1985 – 10/1990

Duties: Analyzed customer credit requests for lending purposes, visited projects and works in progress for in-situ appraisals, and made approval recommendations

Achievements:

- Reduced waiting time on credit requests thus building customer satisfaction and increased customer base by 150%
- Enhanced portfolio quality through detailed analysis and reduced substandard assets

Management Trainee, Afribank Plc, Lagos Nigeria 01/1984 – 01/1985

- Trained in all areas of commercial and retail banking at branches and head office

EDUCATION

- M.B.A. Finance & Accounting, O.A.U. University, Ile-Ife, Nigeria 2000
- A.S. Health Inf. Mgt/Accounting, R.H.I.T., Sinclair College, Dayton, OH 2007
(All foreign credentials evaluated by FACS Inc. Chicago, IL)

COMPUTER EXPERIENCE

- All Microsoft office applications and Pro-Comm CATT

REFERENCES

Available on request