

Song Richard

> Assistant Financial Analyst

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GOAL

As a financial analyst assist firms, businesses & clients in their decision making as well as guiding them in finding the best financial structure that suits their investment project and follow-up the progression of their projects.

EXPERIENCE

December 2023- January 2024

COFIDA-COOP CA

Customer Service Intern

Missions:

- **Creating customers' accounts:** Setting up new customer profiles in the company's database system, verifying identification documents, accurately entering personal and financial information, and ensuring compliance with company policies and data privacy regulations.

December 2024- January 2025

COFIDA-COOP CA

Back-Office Intern

Missions:

- **Monitoring customers' accounts:** Regularly reviewing customer accounts to ensure accuracy, detecting unusual activity or discrepancies, and maintaining up-to-date records in compliance with company policies and regulatory standards.

February 2025- June 2025

Derivatives Success Group

Economics Teacher (Upper-sixth)

Missions:

- **Exam Preparation:** Conducted intensive revision sessions for Upper Sixth students, focusing on key GCE Economics topics and past papers to improve exam readiness.
- **Concept Reinforcement:** Explained complex economic theories and models clearly, helping students understand and apply concepts in real exam scenarios.

March 2023 - Present

Home Based

Private Tutor

Missions:

- **Individualized Instruction:** Design and deliver tailored lessons based on each student's learning pace, strengths, and weaknesses.
- **Curriculum Support:** Assist students in mastering school subjects, including reviewing lessons, solving exercises, and preparing for tests and exams.
- **Progress Monitoring:** Track student performance, identify learning gaps, and adjust teaching methods to ensure continuous improvement.

EDUCATION

2022

Beryla High School - Yaoundé

GCE Advanced Level

2022-2025

University of Yaoundé II

Bachelor's Degree in Economics and Management:
Banking & Finance

SKILLS

Technical Skills:

- Fluency in both English & French
- Mastery of Microsoft Word, Excel & PowerPoint
- Skills in programming: JavaScript, PHP & MySQL
- Skills in general accounting, cost accounting & financial analysis

Soft Skills:

- Learns Fast.
- Can work under pressure
- Can evolve in any environment