

# Robert Smith

## Chief Financial Officer/Manager

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Chief Financial Officer/Manager with over 08 years of experience in Accounting and Finance. Chief Financial Officer with experience in Strategically Planning, Business Development, Executing Forecast Budgeting, Supply Chain, Inventory Planning and Logistics. Competent decision maker with an intuitive sense for creative and analytical problem-solving. Ability to lead teams with a strong sense of responsibility to communicate across all levels of the organization to deliver better business strategy and productivity. Diverse experience in all areas of accounting, Controller, Payroll, and Taxes, while achieving goals and proficiently multitask, Creative, Team Player. Bi-Lingual Fluent in English and Spanish, Great communication and People Skills.

### **WORK EXPERIENCE**

#### **Chief Financial Officer/Manager**

**ABC Corporation - November 2014 - Present**

##### *Responsibilities:*

- Preparing and presenting monthly financial reports, month end closing, budget, variances, and cash flow reports, with internal and external audits to the CEO, COO and Board of Directors.
- Responsible for preparing and presenting reports to the CEO and investors financial statements (P&L, balance sheets, cash flow, forecast, budget expenses, asset, and capital investment).
- Establishing and managing an annual budget and monthly variance review to track expenses and minimize and reduce overhead expenses by 20% in renegotiating contracts.
- Preparing and executing the monthly, quarterly and annual state sales taxes and payroll taxes to be in compliance with the federal and state entities.
- Analyzing financial statements data P&L, balance sheets, capital and internal control from previous months to estimate future trends before the next quarter.
- Driving profitability analysis and developing a future business strategy to increase revenue and accelerate growth in operations.
- Meeting with future investors to obtain and close deals on merging and acquisitions.

#### **Chief Financial Officer/Manager**

**ABC Corporation - November 2008 - October 2014**

##### *Responsibilities:*

- Supervised, established and controlled accounting procedures and protocols to GAAP and SOX standards reported to the Board of Directors on a monthly basis.
- Developed and maintained corporate minutes among other aging reports to maintain company goals.
- Organized and maintained monthly meeting with the customer service department, sales department and logistics department to go over strength and weakness to improve Quality Assurance (QA).

### **SKILLS**

Budget Management,  
Budget Development,  
Materials Management,  
Supervisor, Performance  
Improvement,QuickBooks,  
Oracle, Microsoft  
Office Suite,Peachtree

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

- Implemented and supervised the Quality Control (QC) system to manage the inspection and meet corporate quality standards.
- Provided executive management with advice on the financial implications of business activities.
- Managed processes for financial forecasting, budgets, and consolidation and reporting to the Company.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## Education

Bachelors in Accounting And Finance - 1996(New York University - New York, NY)Associates Of Computer Programming in Computer Programming - 1993(La Guardia Community College - New York, NY)-(The American Graduate School Of International Management)