

# ROBERT SMITH

## Jr. Finance Supervisor

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### SUMMARY

Finance manager with 7+ years of experience in high quality reporting and business operations support. Expertise in monthly close operations, strategic management and financial coverage. Knowledge of developing and implementing financial and operational controls that improve group and business performance.

### SKILLS

SAP, Genesis, Microsoft Office, Business Objects, Business Explorer.

### WORK EXPERIENCE

#### Jr. Finance Supervisor

ABC Corporation - January 2009 – December 2011

- Generate payment proposal lists for review and approval, process electronic payments to the vendors, employees, local authorities and utility providers.
- Reconcile the payment and collect information with the e-banking system on a regular basis.
- Responsible to support Co-chairmans daily work including projects/tasks/reports reminding and follow-up, industry information filtering, meeting and business travel arrangements.
- Plan, schedule, organize and coordinate meetings/conference calls attended by Co-chairman and management team; 8.
- Arrange accommodation, transportation, internal review and customer meetings, etc.
- Implemented financial policies and oversaw internal financial control.
- Prepare financial reports including balance sheets, profits and loss, and budget variance.

#### Finance Supervisor

Delta Corporation - 2006 – 2009

- Responsible for 10-15 cashiers per shift to ensure that cashiers follow all policies and procedures, ensuring that all banks were balanced, and shift.
- Have experience as a Main banker, Frontline Cashier, and NRT (ATM) Machine Cashier.
- Supervise 5-15 cashiers daily Help resolve monetary transactions for guests and cashiers Responsible for counting and depositing all monetary.
- Handled a variety of customer service issues, including those related to credit accounts and other financial assets.
- Managed cash registers and approves customers credit purchases.
- Copies, scanned, filed and entered data into the companys database to create invoices.
- Wrote daily reports for the store manager.

## SCHOLASTICS

- Bachelor in E-Commerce - 2002(Beijing Jiaotong University - Bei Jing Shi)