

Robert Smith

Finance Supervisor II

PERSONAL STATEMENT

All rounded knowledge and experienced in finance reporting, analysis, control, planning, and tax regulations. Proficient in accounting computerization and office software.

WORK EXPERIENCE

Finance Supervisor II

ABC Corporation - November 2009 - September 2013

Responsibilities:

- Reporting Analysis Reporting included Weekly report, Op review, Actual loading, forecast loading, Budget preparing and variance analysis for SEC BU.
- Overseeing regular and ad-hoc financial analysis to assist the management level in planning, controlling and the decision-making process.
- Preparing, monitoring and forecasting the companys budget and cash flow.
- Provide the variance analysis for Actual and Forecast to FC to review Work on Hyperion to retrieve and produce metrics and cash flow projection for management.
- Review & Analyze forecasts and budget in MRF from various departments, against revenue, expenses, balance sheet, cash flow.
- Treasury & Accounting Manage treasury requirements of the company such as Letter of credit; Bank guarantees; availability of credit facilities & loans etc.
- Ensure availability of cash & Compliance to AR Credit Policy Drive Cash collection & interface with Sales & Operation to effectively manage collection Prepare monthly cash position reports & other related reports.

Finance Supervisor

Delta Corporation - 2005 - 2009

Responsibilities:

- Members, peers and Progressively moved from entry-level Financial Analyst to Finance Supervisor.
- customers This confidence filters down Audited invoices received by Long Distance Telephone companies, validated and to through her team and disputed.
- In charge of Tax collections/accounts receivable office.
- Journal entries, petty cash.
- Reconciling bank statements.
- Supervising employees.
- Counting, balancing, auditing, scheduling, monthly reports, managing employees, oversee operations.

CONTACT DETAILS

1737 Marshville Road,
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(123)-456-7899
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SKILLS

Fluent in English & Japanese; Speaks Basic Spanish. Skilled in Basic math, Algebra, Geometry and Trigonometry.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Master in Finance - 2005(Ramkhamhaeng University - Bangkok, Thailand)