Finance Associate Resume Sample www.timesresumes.com

Name & Personal Details of clients are not included for Anonymity

Tel. xxxxxxxxxx Mob: xxxxxxxxxx E-mail: xxxxxx @yahoo.com

Achievements driven, **Senior Finance Associate** with 3 years related experience and Master of Business Administration in Finance. Effective leader with and ability to empower management and lead teams to achieve business and company objectives. Seeking a position as Finance Manager (Finance & Accounting). Willing to relocate to any city or country.

PROFESSIONAL STRENGTHS INCLUDE

- Financial Accounting
- Financial Reporting
- Financial Advice
- General Ledger
- Project Accounting
- Cash accounting
- SAP audit

- Strategic planning
- Process Simplification
- JV Quality Check
- Change Management
- Time Management
- Efficiency Improvements
- Staff Training

- Customer Relationship Management
- Accounts Receivable/Payable
- Goods Receivable/Payable
- Expenses Reconciliations
- MEC reporting
- Problem Identification/Resolution
- General Administration

COMPUTER SKILLS

Office Management: Proficiency in MS Word/Excel/PowerPoint/Tally9ERP/SAP (FI/CO).

CAPABILITIES

- Strong background in **bookkeeping** includes General Ledger, accounts payable, accounts receivable, reporting and spreadsheet management.
- Superior work ethic. Accustomed to long hours in pursuit of company goals.
- * Organized and efficient. Skilled at managing multiple tasks with competing priorities.
- ❖ Ensured client satisfaction and customer retention through Strategic Business Planning and Client Relationship Management and by implementing client specific quality procedures.
- ❖ **Skilled** at performing cost analysis, training staff on policies and operations, and developing standard operation procedures.
- ❖ **Prepared** complex financial statements, various reconciliation report and MEC reporting (various reporting like MEC, KPI and Dashboard) for higher managerial level.
- ❖ **Initiated** a series of internal system and operational changes to capitalize on emerging technologies and application enhancements, increasing efficiency and productivity.

PROFESSIONAL WORK EXPERIENCE

XXXXX XXXXX SERVICES INDIA Pvt. Ltd. (A XXXXXX Company)
Senior Associate (General Ledger)

June 11 to present

* Project Handling: Atos Origin. (Europe) - Report directly to Team Leader.

- ***** ERP software: SAP
- ❖ Efficiently manage the overall daily operations of 5 Associates in ways consistent with strategic goals and performance targets directly related to clearing GL account and monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, JV quality check, clearing SAP & Customer Relationship management.
- ❖ **Designed, Developed and successfully implemented** a new Journal Entry Template (JE template) in MS Excel to easily post the journals in to SAP (In absence of a standard template) with Client approval and appreciation, resulting in time savings of 80% for each posting.
- ❖ **Designed, Developed and successfully implemented** an Excel template to allocate the Invoice amount in to different cost centres for cost allocation purpose; resulting in time savings of 80% for each cost allocation.
- ❖ Won ACS "Eagle" Award for exceptional performance in Line of Business. This award is given to individual employees who have not only exceeded expectations in their area of work, during a particular month, but have also taken extra initiative/s in that month.
- ❖ Won ACS "Eagle Squad" Award in recognition of excellent team spirit resulting in exemplary contribution towards the Business and the Organization at large.
- * Received **Service Excellence award** from the Director on May-2013(Once in a year)

XXXXXXXXXX COMPANY Ltd. Bangalore, India

Feb 10 to Oct 10

Relationship Manager

- **Directly Reported** to Branch Manager.
- **Product presentation**, marketing and direct sales.
- Awarded "Best Relationship manger July 2010" by the Regional manager

XXXXXXX GROUP, XXXXXXXX, Kerala, India

June 07 to Mar 08

Junior Accountant

- ❖ Directly Reported to Sr. Accountant for Voucher Entry, Book Keeping. Maintained Accounts up to Finalization. Maintained Purchases, Sales and Stock Register, Prepared Month end statements in Excel.
- ❖ **Appreciated** by clients for excellent technical and deep diagnostic skills.

PROFESSIONAL QUALIFICATIONS

- * MBA (Finance) XXXXX School of Business, Bangalore-Karnataka, India 2009
- Bachelor of Commerce, XXXXX College, XXXXX University, India 2007

PROFESSIONAL TRAININGS ATTENDED

New Hire Orientation program by ACS - Business & Email etiquette, Excel intermediate, Time Management, Call Handling & Analytical Skills, Excel VBA, Learn-2-Lead, Six Sigma.

References: Available upon request