

CLIENT NAME

Torrance, California 12345 ▪ 123.456.7890 ▪ resumesample@email.com

FINANCIAL ANALYST

QUALIFICATIONS PROFILE

Reliable and highly analytical professional with solid background in financial analysis; backed by proven expertise in formulating financial strategies and driving financial stability. Adept at automating financial reporting and associated processes through integration of cutting-edge tools crucial in monitoring financial data and making sound financial decisions. Known for effectiveness in recommending strategic initiatives to executive leadership focused on reducing costs and maximizing financial performance.

AREAS OF EXPERTISE

Variance Analysis and Reporting | Trend Analysis | Process Optimization and Automation
Budget Development | Key Performance Indicator (KPI) Monitoring and Analysis
Expense Forecasting | Financial Reporting | Financial Modeling

PROFESSIONAL EXPERIENCE

COMPANY NAME | CITY, STATE

Financial Analyst 05/2021–Present

- Hold responsible for the preparation of monthly financial reports on operational expenses of various shared business functions
- Develop annual operating budget and quarterly rolling forecast for operational, headcount, and capital expenses in accordance with future financial performance
- Conduct variance analysis of period-end actuals versus forecast and recommend cost reduction initiatives to business leaders
- Automate various management reports and financial dashboards using SAP BW, Power BI, Smartsheet, Microsoft PowerPoint, and advanced Microsoft Excel
- Assist the upper management in generating data-driven decisions by accomplishing vital ad hoc projects and tasks, including KPI analysis
- Ensure accurate financial reporting by optimizing capital expense budgeting and spend tracking

COMPANY NAME | CITY, STATE

Financial Analyst 06/2019–02/2021

- Generated selling, general and administrative (SG&A) expense budgets and financial forecast for various departments
- Created comprehensive financial models including scenario modeling, sensitivity analysis, and optimization analysis of diverse projects

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- Facilitated thorough analysis of the following aspects and presented results to the executive management:
 - Period-end actuals against plan/forecast variance; and
 - Profitability and performance of corporate projects
- Contributed in reducing costs and boosting financial performance by providing creative alternatives and recommendations

COMPANY NAME | CITY, STATE

Financial Analyst

05/2017–01/2019

- Built pro-forma forecasting model and prepared monthly reports detailing risk and opportunities of project performance
- Utilized SAP BPC to automate report generation including main financial modeling reports for project and business development
- Submitted detailed financial reports to the senior management to assist with decision making regarding project approval and implementation
- Identified trends impacting bottom-line projects and company margin through cost variance analysis

COMPANY NAME | CITY, STATE

Financial Analyst

05/2015–04/2017

- Carried out complex financial analysis and ensured on-time submission of investor reports
- Thoroughly reviewed cash flow reports including customer receipts, investor disbursements, and related G/L reconciliations
- Boosted team efficiency and minimized errors by conducting root cause analysis of exemption reports
- Rendered assistance in budgeting, forecasting, modeling, and periodic reporting of financial results

EDUCATION

Bachelor of Science in Finance

University | City, State

TECHNICAL ACUMEN

Microsoft Office Suite (PowerPoint, Excel, Word, and OneNote)

SAP BW/4HANA | SAP BPC | Business Objects | Power BI | Smartsheet