

---

## Assistant Business Manager Resume

---

### Job Objective

I would like to secure Assistant Business Manager Position with a growing company where I can utilize my training and skills.

---

### Highlights of Qualifications:

---

- Wide experience in providing customers service for business to business financial transactions and managing large and complex projects
  - Operational knowledge of project management
  - Deep knowledge of financial software programs
  - Remarkable ability to organize work and prioritize work
  - Exceptional ability to present information for customers
  - Skilled to resolve all errors
  - Amazing skills to respond to all customer queries
  - Proficient in taking decision and working independently
  - Skilled at interpreting business publications
- 

### Professional Experience:

---

Assistant Business Manager  
Acosta, Columbus, OH  
October 2008 – Present

- Administered all fee credit and tuition according to school and state agency policies.
- Managed payment plans and maintained all student account transactions.
- Maintained all school housing transactions and recorded deposits and refund for accounts.
- Analyzed weekly receivables for month end processes.
- Prepared and processes all adjustment forms for students according to required time.
- Monitored student accounts and posted charges in a monthly basis and prepared financial plans.
- Assisted students in making all school payments and answered related queries.

Business Analyst  
HR Dynamics, Inc., Columbus, OH  
August 2003 – September 2008

- Coordinated with development team and end users and ensured optimal efficiency.
- Analyzed and identified business requirements, prepared functional specifications and recommended changes if required.
- Performed analysis on business process and technology platforms.
- Prepared and documented test strategies for preparing test scripts.
- Monitored processes identified risks and provided solutions on time.
- Coordinated with development and analysis team and designed solutions for clients.

Business Associate  
FECS, Columbus, OH  
May 1998 – July 2003

- Provided solution to relationship managers by providing help on phone.
  - Maintained inventory for equipments and prepared purchase orders.
  - Prepared custom reports in excel and prepared reports as required by clients.
  - Monitored all client queries and issues and ensured timely resolution.
  - Assisted other department in setting up businesses in new locations.
- 

### Education:

---

Bachelor's Degree in Business Management  
Saint Joseph College, West Hartford, CT

[Build your Resume Now](#)