
ENTRY LEVEL FINANCE MANAGEMENT RESUME

Objective:

Seeking a position of finance management in a reputed organization where I can use my knowledge in the field of finance as well as my innovative and theoretical skills for the growth of the company.

Education:

University of California-Berkeley, May 2009
MBA in Finance

University of California-Berkeley, May 2007
BS degree in accounting

Skills:

- Strong decision making skills.
 - Deep knowledge of international finance
 - Excellent communication, interpersonal and leadership skills.
 - Immense ability to handle multiple tasks.
 - Profound ability to work under pressure.
 - Good presentation and organization skills
 - Computer Skills: Windows, WordPerfect, PowerPoint, Word, Westlaw, Lexis-Nexus, Lotus Notes and Excel
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Professional Experience:

Accountant, 2009 to present Advance Premium Finance, Inc., California

Role

- Provided financial advice and support to clients.
- Monitored grant revenues and expenditures, ensured data is recorded in the company's financial accounting system.
- Monitored and examined accounts and financial records for account status.
- Reviewed and interpreted accounting and financial management policy and procedures.

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