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## Excel Expert Resume

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### Job Objective

Excel Expert professional seeking employment within your company.

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### Highlights of Qualifications:

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- Wide experience in developing various excel and pivot tables
  - Proficient with all MS office applications
  - Ability to maintain accuracy of all excel spreadsheets
  - Ability to complete projects within required timeframe
  - Ability to maintain knowledge of various security types
  - Ability to coordinate with installers
  - Ability to work without any supervision
  - Familiarity with Microsoft Dynamics NAV and C++ development
  - Proficiency in Excel add-ins, Build Scripts, building macros, mail merges and InstallShield
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### Professional Experience:

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Excel Expert  
International Technologies, Inc., Waxahachie, TX  
August 2007 – Present

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### Responsibilities:

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- Analyzed summary billings for all 3PL services.
- Developed management reports and ensured accuracy of financial information.
- Evaluated reports and facilitated decision making for clients.
- Performed research for all revenue and expense transactions.
- Maintained record of journal entries thorough appropriate documents.
- Assisted in reconciliation of all balance sheet accounts on annual and monthly basis.

Excel Expert  
MasTec Network Solutions, Waxahachie, TX  
May 2004 – July 2007

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### Responsibilities:

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- Maintained databases and update all cost on it.
  - Assisted in reconciliation of income positing on everyday basis for cash reconciliation.
  - Administered everyday positing transactions to evaluate fidelity.
  - Maintained records and released posting for present day income.
  - Monitored pre processing of cash interest payments for fixed income securities.
  - Developed dividend projects in advance for 30 days.
  - Reviewed all logs for custody operation mails.
  - Participated in all project meeting and attended calls.
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### Education:

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Bachelor's Degree in Computer Science  
Grand Valley State University, Allendale, MI

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