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## Finance Trainee Resume

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### Job Objective

To obtain Finance Trainee position in which to utilize my prior training in this field for overall good of company.

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### Highlights of Qualifications:

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- Vast financial accounting (GL) and reporting experience
  - Proficient with ERP systems, MS Office Applications and SAP system
  - Profound knowledge in accounting and reporting tasks
  - Excellent written and oral communication skills
  - Analytical and Problem Solving ability for trouble shooting
  - Exceptional ability to work independently
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### Professional Experience:

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#### Finance Trainee

Security Finance Corporation, Morton, WA

January 2009 – Present

- Maintained Balance Sheet and conducted Fixed Assets Accounting.
- Conducted intercompany reconciliation.
- Performed general management reporting and accounting activities.
- Coordinated with staff for finance-related activities.

#### Finance Trainee

PNC Global Investment Servicing Inc, Morton, WA

March 2004 – December 2008

- Examined documents before dispensation of payment.
  - Assured that documents and signatures are valid.
  - Prepared payment check and receipts.
  - Managed payments orders and ascertained its proper delivery.
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### Education:

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Bachelor's Degree in Finance

Medaille College, Buffalo, NY

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