

FINANCIAL OPERATIONS ANALYST RESUME

Job Objective:

To secure a Financial Operations Analyst position in a well established organization with a stable environment.

Highlights of Qualifications:

- Extensive knowledge of general ledger activities, accounting, financial statements and financial metrics
- Ability to communicate financial information to senior managers
- Excellent analytical and critical thinking skills
- Profound knowledge of large ERP System
- Excellent written and oral communication skills
- Sound knowledge of project and cost accounting

Professional Experience:

Financial Operations Analyst
Expedia, Inc., Lansing, MI
August 2005 – Present

- Developed and prepared action plans to mitigate areas of risk.
- Performed and conducted monthly inventory reconciliation.
- Reconciled product revenue and product material monthly.
- Performed and conducted trend analysis on material costs.
- Conducted monthly maintenance margin and cost analysis on installed unit base.
- Performed contract profitability review for contract service revenue.

Financial Operations Analyst
EMC Corporation, Lansing, MI
May 2000 – July 2005

- Worked effectively with business in developing and implementing the analytical processes.
- Managed and administered day to day transactional activities.
- Implemented new analytics to measure business performance.
- Monitored and analyzed the impact of financial activities.
- Conducted contract profitability review by customer.
- Delivered and presented standard weekly and monthly key financial reports.
- Performed and conducted financial analysis in support of decision making.

Education:

Master of Business Administration in Finance
University of Chicago, Chicago, IL
Bachelor of Science in Accounting
Boston College, Chestnut Hill, MA

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