
REPORTING ANALYST RESUME

Job Objective:

Reporting Analyst position in a reputed firm.

Highlights of Qualifications:

- Profound knowledge of government program guidelines
 - Ability to work under pressure and maintain focus
 - Ability to maintain confidentiality information appropriately
 - Ability to work effectively within a team environment
 - Operational knowledge Business Objects
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Professional Experience:

Reporting Analyst
MTM Inc., Buffalo, NY
August 2005 – Present

- Supported and completed various projects, automation and standardization efforts.
- Researched and responded to Sales Team and Executive inquiries about revenue.
- Maintained weekly sales revenue summary and Executive rollup.
- Prepared revenue budget and forecast analysis schedules to assist management.
- Prepared and created the monthly Price and Volume analysis.
- Prepared and developed revenue and volume by category analysis.

Reporting Analyst
CyberCoders, Buffalo, NY
May 2000 – July 2005

- Provided support and expertise for corporate applications and projects.
 - Assisted effectively with weekly and monthly report distributions.
 - Ensured all deliverables are made on time and within budget.
 - Ensured integrity of data in reporting systems and resolved discrepancies.
 - Maintained reports for clients, trustees, custodians and record keepers.
 - Facilitated report creation through analyzing and researching client and fund data.
 - Provided high quality client service externally and internally.
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Education:

Bachelor's degree in Business Administration
Georgia State University, Atlanta, GA

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