
TREASURER CV

When writing a Treasurer CV, it is vital to present your data in ways that would convince potential employers of your competence and aptitude for this weighty position. One way is to show off what you can offer to the company by presenting first your skills specific to the job. Include your excellent analytical skills, experience in overseeing financial aspects of the company (planning, budgeting, reporting of accurate statements, bookkeeping), as well as banking expertise and controlling assets and stocks. Providing a list of previous employment complete with detailed duties and responsibilities would be preferable. Below is a sample of how a CV of a Treasurer should look like.

Evan Singleton

777-6730 Risus. Rd., Wakefield, Yorkshire, MF33 3RX Date of Birth: September 15th, 1990

Email: [email] Mobile: 07198 244894 Tel: 01280 235391

CAREER AIM:

My main goal as a treasurer is to oversee the financial condition of the company. I aim to impart the fullest of my analytical and administrative expertise in financial planning, budgeting, issuing statements, disbursements, and the presentation and accurate documentation of these accounts. One of my objectives is to see to it that the employed financial systems meet legal requirements and followed without fail by all those working with and for the company. Thus, I have proven myself trustworthy to my superiors and other members of the administrative team during my two years of experience as a treasurer in two different companies.

SKILLS PROFILE:

Hands-on experience in managing treasury operations
Sound knowledge of financial modeling and capital markets
Good knowledge of tax regulations
Familiarity with investment and hedging strategies
Ability to develop complex refinancing programs
Ability to resolve and manage bond issues

QUALIFICATIONS:

BA (Hons) in Accounting University of Newcastle upon Tyne	Newcastle upon Tyne Sep 2008 – Jul 2011
A-levels: Economics, History, Mathematics, English Language Barnsley College	Barnsley Oct 2006 – Jul 2008
GCSEs: Maths, Physics, English Language, Chemistry Little Ilford School	Manor Park Sep 2001 – Jul 2006

PROFESSIONAL EXPERIENCE:

Serco Group Treasurer	Merionethshire Aug 2012 – Current
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- Ensured that treasury operations are in accordance with company statutory requirements.
- Maintained financial accounting records and cash flow statements.
- Performed financial forecast and ensured company has enough funds to meet expenditures.
- Processed checks and handled payments and deposits accurately.
- Assisted in risk identification and mitigation activities.
- Participated in annual budget preparations and annual audits.

The Lyle Group Treasurer	Glamorgan Oct 2011 – Aug 2012
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- Assisted in development of annual financial plan and annual budget.
 - Worked with management to address financial implications.
 - Maintained account books and performed month-end and year-end accounting transactions.
 - Reviewed financial statement and identified any discrepancies.
 - Managed constant cash flow and implemented fundraising strategies.
 - Developed periodic and ad-hoc financial reports for board of trustees.
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REFERENCES:

Zahir Flowers
1852 Quisque Rd., Sheffield
Kent, ZO9A 3YY
Mobile: 07425 517155

Samantha Madden
P.O. Box 823, 9675 Eu St., Sheffield
Kent, ZO9A 3YY
Mobile: 07592 804157

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