

NAME

(555) 555 - 5555

name@name.com

EXPERIENCE

Bank (Consultant)

November 2007 – January 2009

- Prepared consolidated balance sheet, approximately \$190 billion in assets, for senior management. Wrote a commentary analyzing daily variances. Balance sheet products included credit default swaps, derivative products, precious metals and mortgage-backed securities.
- Balance sheet retrieved using Essbase, as opposed to the older method of using MS Access databases. Tested the new balance sheet retrieve in Essbase and raised issues with management before go-live date.
- Prepared the customer netting and cash collateral netting entries daily.

Bank (Consultant)

March 2007 – September 2007

- Performed controlling functions for 100-plus legal entities by recording monthly journal entries and completing Head Office reporting, IFRS and US GAAP.
- Prepared consolidation and elimination entries.
- Researched monthly analytical variances.
- Analyzed GL accounts such as other assets and other liabilities.
- Trained personnel for off-shoring project. Created and maintained project documentation.
- Relationship Management– Liaised with business area controllers and legal entity controllers to resolve accounting discrepancies.

Company (Operations Specialist / Consultant)

July 2003 – June 2006

- Analyzed daily internal Federal Reserve Bank reconciliation within the Deposit Services Department.
- Compared records issued online by the Federal Reserve Bank. Liaised with Federal Reserve Bank, General Accounting, and other departments within Company.
- Processed accounting entries to close open items on the various reconciliations.
- Liaised with the Information Technology Department to upgrade reports to comply with Sarbanes-Oxley Act of 2002.

Company (Staff Accountant)

March 2002 – April 2003

- Coordinated, reviewed and analyzed accounting functions and financial statements to consolidate results with other subsidiaries. Prepared accruals and deferrals.
- Compared month-to-month results and wrote a commentary on the financial statements.
- Prepared journal entries and completed balance sheet analysis to ensure the integrity of the general ledger.
- Reviewed inter-company invoices to ensure correct billing.
- Prepared weekly cash forecast to project cash requirements.

Company (Consultant)

September 2001 – December 2001

- Forecasted monthly sales figures for the Broadcast and Professional Group to develop the financial plan in role as Sales and Commission Analyst. Prepared budgets and quotas.

Organization (Management Consultant)

November 1993 – August 2001

- Analyzed financial statements to select a local partner to meet governmental investment requirements.
- Recruited speakers for seminars on the development of the power sector in India, for French government officials.

Bank (Senior Accountant)

May 1991– October 1993

- Prepared and analyzed monthly financial statements to consolidate results with other foreign branches. Prepared for American and German reporting requirements.
- Accounted for financial derivatives: interest rate swaps, financial futures, forward rate agreements, caps/floors and foreign currency options.

Bank (Staff Accountant)

March 1990 – April 1991

- Prepared and analyzed monthly financial statements for presentation to senior management.
- Analyzed the investment portfolio as part of the monthly close.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, Finance/Accounting
University, City

BACHELOR OF ARTS, History
University, City

AFFILIATIONS

Member of the Board of Trustees and Treasurer of Conservancy (2008-Present)

COMPUTER SKILLS

SAP, PeopleSoft, MS Excel, MS Word, MS Access, Essbase.

LANGUAGES: French, Hindi.

References Available Upon Request.