**Simple Finance Management Resume**

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| **Your Name** 1234, West 6 Street, Carlisle, MA 01741, (123)-456 7890.  **Objective:**  To obtain finance management position in a reputed organization to use my experience and knowledge in the area of finance management.  **Core Competencies:**   * Keep financial records accurately. * Prepare correct and essential financial reports for auditing and other use. * Innovative and practical view. * Capable of taking speedy and exceptional decision and also put thoughts in order in terms of time limit and workload. * Exceptional communication as well as interpersonal skills.   **Work Experience:**  **Assistant Financial Manager, 2005 to Present Ameren Corporation, St Louis, MO.**   * Responsible for assessing and interpreting compound financial data and prepare financial reports to determine financial performance. * Monitor the progress of open funds budgets and study grants, revenues contracts, and gift accounts.   **Senior Accountant, 2001 to 2005 Oppenheimer Capital, New York.**   * Performed all accounting and financial activities for web sales, store and repeat performance. * Responsible for performing reconciliations and audit work papers, footnotes, and schedules as per requirements. Studied, directed and executed changes to accounting systems to improve work efficiency.   **Education:**  Masters in Business Administration, 1998  University of Phoenix, Arizona.  Bachelors in Accounting, 1996  University of Phoenix, Arizona. |