**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 PresentAmeren 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 2005Oppenheimer 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.  |