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Financial reporting experience resume

Principal Financial Analyst

ROBERT SMITH

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Alabama.

Objective

A accomplished and detail oriented professional with experience based knowledge of financial analysis, project and budget management. Proven ability to manage multi-million dollar budgets, streamline operations and introduce cost reduction programs. Ability to work effectively both individually and as part of a team, adapt to change, and manage competing tasks and priorities.

Skills

Microsoft Office, Deltek, Oracle.

Work Experience

Principal Financial Analyst

ABC Corporation - 2005 - December 2015

- Performed complex financial analysis and reporting in order to monitor finances associated with business operations.
- Performed various financial functions such as budgeting, auditing, forecasting and analysis.
- Collected and reviewed financial data from various sources to create, maintain, and update financial databases and spreadsheets, and generate various financial reports as required.
- Performed analysis of assigned contracts, projected staff hours, contract totals, revenues, and profit margins.
- Supported assignee directors and managers in managing, tracking, monitoring, and reporting financial data.
- Identified areas and work to resolve them as well as prevent future problems.
- Make recommendations to management to best improve the financial performance of the organization.

Principal Financial Analyst

Delta Corporation - 2004 - 2005

- Budget / Forecast, 1993 - 1995 Served as Corporate Finance Liaison between Corporate Information Technology and Finance Organization principally.
- Developed and updated Product Lines \$1.5B+ budget in SAP for monthly forecasts, Annual Operating Plan, Yearly Capital Planning.
- K, using system generated detail and trend reports Recommend budgetary corrective actions based on current spending trends identified.
- Collaborated with Marketing all over US for Fair Incentive Compensation programs.
- Collaborated with Senior Sales and Marketing Management to drive decisions around Incentive Compensation Plans, Awards and Administration Guidelines.
- Track and reported individual performance and ranking.

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ROBERT SMITH

Financial Reporting Analyst

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SUMMARY

Financial Reporting analyst with over 14 years of corporate accounting experience. Financial analyst within property and casualty with expertise in fiscal and financial reporting. Accomplished and the results oriented professional who consistently meets deadlines and exceeds expectations accounting procedures.

CORE COMPETENCIES

Microsoft Office (Windows, Access, Excel, PowerPoint), Outlook, SAP, Business Warehouse, Mobile, Bilingual (Spanish)

PROFESSIONAL EXPERIENCE

Financial Reporting Analyst

Farmers Insurance Group - February 2005 - Present

Key Deliverables:

- Preparing and releasing the monthly operating financial statements to the senior management team, which includes month-end quarter close and year-end close. Management report including revenue and expense variance analysis.
- Preparing the reinsurance agent (100%, monthly) agent shortage reports, agent follow-up.
- Created efficiencies within the state monthly financial reports, savings of 24 hours per month.
- Created efficiencies within the accident year monthly financial reports a savings of one hour per month.
- Lead the preparation of the monthly financial operating statements for all books of business.
- Collaboration with colleagues to reduce monthly \$5 million out of balance between cash bank reconciliation and Farmers suspense reconciliation Farmers temporary 30-day holding account.
- Creating and maintaining account structure, performing journal entries and cash flow reconciliations.

Financial Management Analyst

ABC Corp - 2004 - 2005

Key Deliverables:

- Calculated and analyzed cost center profitability reporting for approximately 1,000 cost centers.
- Prepared financial statements in accordance with GAAP and SEC requirements to be included in investment company annual and semi-annual shareholder reports.
- Issued quarterly financial reports to investors on various holdings and disclosure requirements using available resources.

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SALLY BELL

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FINANCIAL REPORTING BUDGET ANALYST

Demonstrated success in financial research and reporting as well as Executive Administration. Extensive experience in development and tracking of organizational budgets and expenses ensuring annual expenses meet or under run targets. Skilled in budgeted cost development, expense tracking, data reconciliation and analysis, investigation and variance reporting, and projections. Advanced user of MS Excel, and proficient using MS PowerPoint, MS Word, MS Outlook, and Lotus Notes. Known for interfacing with internal customers and on cross functional teams.

Professional Skills: Accruals, Journal Entries, Month End / Year End Close, Budgeting / Forecasting, Budget Modeling, Data Analysis, Reporting, Variance Analysis.

Software Skills: Microsoft EXCEL (V-loops, pivot tables, models), Lotus 123, Microsoft PowerPoint, Microsoft Word, Microsoft Outlook, Lotus Notes, Microsoft Windows.

PROFESSIONAL EXPERIENCE

JACOBS ENGINEERING GROUP, Edison, New Jersey

2012 – 2013

Operations and Accounting Support, Jacobs Telecommunications, Back Office Administrative Services (2012-2013)
Supported the Director of Operations and Project Accountant with updates and reports concerning the internal and company billing systems.

- Reconciled and imported approximately 500-2000 updated outstanding balances weekly in the internal billing system daily by comparing the company Accounts Receivable system data with the internal system data.
- Prepared the monthly summary of differences between the company Accounts Receivable system and the internal billing system for reporting of billed monthly taxes.
- Created the unbilled revenue report twice a month for financial reviews.
- Maintained the customer tax exemption certificates and contact list.
- Prepared and provided the Accounts Receivable data to internal Managers for their review, updated collection status, and identification of possible write-offs.
- Created billing balances data for review to find adjustments that needed processing.
- Assisted in the office project of the billing system cleanup effort.
- Created EXCEL report templates with process instructions for daily outstanding balances reconciliation, monthly taxes, and the unbilled revenue report.

IBM, Piscataway, New Jersey

1999 – 2010

Junior Business Analyst, IBM Global Services, Shared Services - Cost Management (2009-2010)
American geographic representative for the SSO Mainframe Cross Service Line metrics, Business Analyst for the U.S. End to End (E2E) Print Pool team with a \$20M annual budget, and member of a three-person Business Analyst team supporting a director organization of 1,200 people.

- Investigated monthly metrics data discrepancies and provided explanations to global representative for inclusion in monthly status report for review meeting with VP.
- Completed 'Best of Breed' metric project activities, which identified discrepancies for correction in newly developed and loaded metrics tool.
- Documented monthly results explanations, investigations, and 2010 submissions of the Fall Plan and Operations Plan. Contact for management regarding cost pool budget and expense information. Feedback from other E2E Print Pool team members included: best business analyst team has ever had.
- Supported preparation of measurements package by collecting and rolling up year-to-date Cost Pool data and Global Resourcing status for inclusion in director level monthly package.
- Provided director level organizational reports for CLAIM, Overtime, Standby, and SORT vs. eTotals to all managers detailing monthly staffing hours used. Report information used in director monthly measurements package.
- Wrote Methods and Procedures for job responsibilities and assisted in global transitioning and knowledge transfer of job function.

EXPERIENCE SENIOR FINANCIAL ANALYST, FINANCIAL REPORTING

Phoenix, AZ

- 01/2015 – present

 - Assist in the supervision and review of work performed by the Financial Analyst
 - Assist in the co-ordination of the billing and collection process
 - Preparation of SEC filings including the creation and update of the Company's quarterly and annual reporting documents
 - Prepare schedules supporting notes to the Financial Statements for the 10Q and 10K filings
 - Review accuracy of reporting packages received from JRSA clients in accordance with various agreements in place
 - Restructuring program(s) accounting and reporting (in conjunction with Otis FP&A); includes headcount reporting
 - Participate in various controlling activities for corporate division

SENIOR ANALYST, FINANCIAL REPORTING

Boston, MA

- 12/2007 – 07/2014

 - May manage daily operational activities and supervise day-to-day work of junior level employees (but not a formal management role)
 - Performs detail review of work submitted by other accounting or finance departments and provides functional advice and guidance
 - Assists in the preparation, analysis and discussion of information for Ad Hoc projects and assignments delegated by senior accounting management
 - Assists in developing new system-related tools, policies, procedures, and to ensure accurate and efficient month-end close processes
 - Reviews and analyzes assigned P&L accounts. Performs variance analysis and addresses senior management queries
 - Assists in the preparation of the monthly management reporting package for business and finance leaders
 - Partner with the Finance teams to improve access to better, governed data and to help create efficiencies within their processes

ANALYST, FINANCIAL REPORTING

Phoenix, AZ

- 09/2003 – 06/2007

 - Provide ongoing training on capitalized software policies and processes to Project and Development Managers
 - Review and approve all capitalized software memos by working closely with Project and Development Managers
 - Assist in documentation and communication of accounting policies for mutual funds and assist in maintaining and updating the accounting policy repository
 - Provide analysis on financial results (trends, performance metrics, benchmarks) regarding capitalized software
 - Performs quality assurance checks/ peer reviews on the work of other team members/departments
 - Provides timely responses to partner areas regarding client service level changes and statuses
 - Working towards becoming proficient in all areas of the job

EDUCATION **WEST VIRGINIA UNIVERSITY**

Bachelor's Degree in Accounting

SKILLS

- Ensure that team/division's goals for accuracy and timeliness are maintained throughout the year. Individual accuracy and timeliness are measured against overall team stats. Review and maintain all roles and deadline for assigned relationships
 - Traditional oral and written communication skills plus literacy with the MS Office to effectively interact with clients and partners
 - Good analytical and problem solving skill
 - Ability to
 - Highly flexible and adaptable to change
 - Ability to organize large volumes of data to create a synthesized, meaningful analysis
 - Adaptable to fast paced work environment with new and changing responsibilities
 - Ability to manage multiple projects simultaneously and work independently; strong time management skills
 - Self-starter with strong tendency toward pro-active process improvement

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Formalized income and expense schedules with explanations on each line item and numbers updated weekly, ensuring accuracy by actively investigating all anomalous entries. Summary : Results-oriented Senior Financial Reporting Analyst with a proven record of successfully directing all aspects of enterprise-wide finances, including accounting, reporting, analysis, transactions, and reconciliations. Currently serving all firm Shareholders for a highly reputable, global law firm. Daily requests range from Ad Hoc reporting and analysis of work-in-progress, billing and credit reporting, for the firm. Prepared inputs for the update of the company's financial projections, budget, forecasts, and financial models. Enthusiastic and energetic with over 23 years experience in financial reporting in the commodity trading industry. Conveyed accurate and timely financial information to senior management, the liquidator, and regulatory authorities. Developing dynamic reports to provide visibility for comparative ad hoc analysis or projects. Skills : SQL, Excel, Access, Toad For Oracle, Business Objects, Cognos, Toad For Data Analysts Download Resume PDFBuild Free Resume Description : Responsible, of the preparation and timely submission of all internal and external reporting. Possesses strong strategic planning, operations, modeling, analysis, and finance skills. Consistently demonstrates ability to analyze data and uncover entry and portfolio errors. Created a template for the CEO and management team to determine the approx. Coordinated and presented training to business on how to input and submit numbers for capital. Responsibilities included journal entries (including feeds from premium and loss systems, and numerous manual entries), transactions posted to the general ledger, daily cash activities, and quarterly balance sheets and income statements. Ensured all futures accounts are in balance and verified that settlements, dna stnemtsevni reporp eht ot emocni gnitacollA .srebmun detroper fo ycaruccaÂ Äeht erussa ot stset lortnoc ytilauq gnimrofrep elihw ,ssecorp gnisolc ylhtnom eht ni maet gnitnuoccA eht dna rellortnoC eht htiw ylesolc gnikrow .setontoof dna ,stroper laicnanif ,srepap-krow tidua dne- raey eht gnraperP .sexat ytreporp lanosrep launna fo noitelpmoc rof desu eb ot stroper gnicudorP .stcejorp tnemevorpmi ssecorp dna noitavonni no evirhT .esac ssenisub desoporp eht htiw dedicnioc taht snoiseiced ekam ot meht delbane hcihw tcejorp noisnapxe etis egral a ot detaler ssenisub ot atad tnemeganam dedorP .tnrap eht dna tnemeganam lacol htob ot detneserp eb ot secnairav ylhtnom eht gnnialpxe dna gnizylanA .stroper etaerc ot sesabatd suoremun gnizilitu gnitropeR laicnaniF : enildaeH stnemetats rekorb dna stcartnoc ytrap-driht htiw tnemeerga ni era dna metsys tnemeganam ksir ytidommoc Ruo Ni Derutpac Era Snoitisop Gnidart Lacyshp DNA Serutuf LLA Taht de rusnE .PAAG S.U htiw ecnadrocca ni gnitroper etarucca erusne ot stnemetats laicnaniF yek eht gnizylanA .retrauq ot retrauq morf seitivitca sdnuf eht gniwohs stroper suoirav sevitucexe rehto dna OEC eht gndivorP .tropus yrusaert fo egdelwonk gnikrow a dna seitivitca gnisolc dne htnom gndulcni gnitroper laicnaniF ni sraey 4 fo dnuorgkab evisnetxe na htiw tsylanA gnitropeR laicnaniF roinuJ : evitcejbO .ynapmoc stessa ni noillib 1.1\$ eht rof gnitroper launna dna ,ylretrauq ,ylhtnom)tnemnrevog(lanretxe dna evitucexe dna draob(lanretni rof elbisnopseR : noitpircseD emuseR eerF dliuBFDP emuseR daolnwoD stnemetatS laicnaniF gnilipmoC ,sseccA ,lecxE ,LRBX ,esolC dnE raeY dnA ,ylretrauQ ,ylhtnoM ,snoitailcnoceR tnuoccA ,gnitropeR laicnaniF : sllikS.serudecorp enilmaerts dna seicneiciffe etaerc ot slot elbaliava sezilitu ohw renrael kciuq a ma I ycarucca etelpmoc htiw sisab yliad a no detelpmoc era Seirt Lanruoj DNA Syrefhart HSAC consolidated income against FIMS. Conducted reconciliation between third-party reports, risk information system and in-house reporting system, including futures, physicals,Â And options reported. Completing the journal vouchers and general ledger reconciliations for month-end close procedures. Strong understanding of complex financial analysis in an effort to relay accurate client/matter revenue and profitability budgeting. Compiling the budget schedules for all departments including monthly variance analysis and explanations as well as quarterly forecasts. Summary : An experienced Financial Reporting Analyst with strong analytical background, outstanding academic achievements and a solid understanding of the investment environment is looking for a challenging role as an analyst. Skills : Proficient In All Microsoft Office Applications, Financial Modeling, IBM Cognos Software, Bloomberg, Morningstar, Kronos Workforce Management Software Download Resume PDFBuild Free Resume Description : Updating monthly budgets and accruals to determine accurate expense projections for the remaining fiscal year and following years. Responsible for executing quarterly audits to the accounting team with the purpose of ensuring compliance with regulations and procedures established both internally and by the parent company, and discussing findings with management. ProvidedÂ Aproblem-solving support for irregularities in reporting and billing to alleviate discrepancies in the like, while maintaining a strong reputation for the law firm. Responsible for assisting directly the Corporate SOX team in performing walkthroughs and control. Creating and maintaining account structure, performing journal entries and cash flow reconciliations. Prepared variance analysis between actuals and budget to assist the CFO in monthly reporting. Preparing the quarterly deliverables for the Board of Directors' review, which consists of the following reports: lending, expense ratio comparisons, affiliated commissions, and net assets. Provided cash management daily forecast and wire output to ensure proper investing structure. Working closely with the corporate tax department in the preparation and submission of all local tax. Prepared financial statements for remaining non-insurance subs for the tax department. Monitored and approved capital acquisitions which ensured compliance with company policies. Ensured that all reports fairly reflected market positions and risks for respective portfolios or business units. Maintaining the monthly account reconciliations and performing the variance testing reports. Accepts responsibilities beyond immediate job duties and takes on special projects on leadership requests. Skills : MS Excel, Financial Analysis, Pivot Tables, Data Quality Analysis, Basel Reporting, Regulatory Reporting, Data Acquisition, Financial System Implementations Download Resume PDFBuild Free Resume Description : Developed and monitored position and risk analysis for oil/gas portfolio. Preparing the various schedules reflecting theÂ Âmonthly financial performance of the entire business unit to be presented to the senior leadership team each month after the close. Prepared the billing and credit summaries for shareholders and clients to assist in budget management at a client and matter level. Download Resume PDFBuild Free Resume Description : Managing the entire month end as well as year-end processes including preparing various journal entries and account reconciliations. Assumed responsibilities for GA deductible payment account and updating financial data for court reporters. Preparing and analyzing the quarterly consolidated financial statements. Maintaining the ownerships in FIMs based on information provided by planning, accounting or legal department. Summary : Financial Reporting Analyst IV with a proven track record in Gross Profit Analysis in Middle Operations. Operations. Created efficiencies within the state monthly financial reports, savings of 24 hours per month. Extensive experience analyzing processes and reviewing corporate finances to capitalize on savings and streamline operations. Skills : General Ledger Software: PeopleSoft, Microsoft Great Plains, Financial Statement Software: Freedom Package, The Complete Package Download Resume PDFBuild Free Resume Description : Provided expertise in accounting, reporting, and analysis to ensure all aspects of financial operations complied with strict liquidation requirements and supported corporate repositioning. Prepared property tax renditions for capital assets held in several different states, successfully. Working as a linkage between the parent company and all internal service and operational departments in all subjects related to accounting and reporting requirements. Completing the external surveys to use for benchmark data and peer analysis. Participating in the preparation and review of Transamerica's annual reports to shareholders with accordance to GAAP and the SEC. Payment ratios, as an integral part of the continuing business plan for current clients. Achieved 100% accuracy. Summary : A results-driven Financial Reporting Analyst I with the ability to improve efficiencies in all facets and workflow levels of the business. Possess superb problem-solving skills, in coordination with the strong ability to analyze current processes. Skills : Microsoft Windows, Office, Excel, Word, Outlook And Explorer Accounting Software SAP, JDE Download Resume PDFBuild Free Resume Description : Worked with the CEO, management,Â And consultant on design and implementation of compliance report for the attorney prebill return status. Validated that all physical and financial transactions have been properly captured on a daily basis, assisting in the preparation of the daily Mark to Market (MTM) report and analysis instruments. Resulted consistently accurate financial reporting of commodities. I have hands-on experience with both internal and external reporting. Summary : Financial Reporting Analyst III with 21 years of experience is looking for a challenging career that will utilize my skills and strengths in financial reporting and analysis, governance and compliance, system and data analysis and play a vital role in the company's operational growth and financial success. Skills : MS Office (Excel, Access, PowerPoint), Lotus 123, Word, WordPerfect, EPICOR, Platinum SQL, FRX, GEAC, LTMS, CMS, Quickbooks, Filepro, Southware Excellence, TenMan, Timberline, Peachtree Download Resume PDFBuild Free Resume Description : Responsible for financial statement preparations, audit work papers and footnote support and disclosures. Have excellent presentation skills and excel skills including working knowledge of VBA script. Expert in Microsoft Office and SSRS reporting based reports. Monitored volume discounts and provide pertinent information in the like to the billing team to ensure proper discounts are being taken as billing tiers are eclipsed. Ensured appropriate processes and controls are in place to accurately and effectively document all trade transactions. Producing the system generated reports as requested and modify existing reports by using the report writer function of the core data processor. Coordinated the collection of the information for the property and aviation insurance renewal. Performed monthly closing activities such as account reconciliations and journal entries to ensure. Running the ad hoc reports in Confluence/Citrix for financial reporting material. Accomplished and the results oriented professional who consistently meets deadlines. Reconciled the bank statements to ledger accounts, expense reports to treasury cash flow information, and wins/version 7 claim activity with issued checks. Skills & Capabilities. Financial analyst within lausnem nÂÄicarutcaf ed olcic led sÂÄart a ,aÂÄd rop etelpmoc es euq nÂÄicarutcaf ed nemulov lE .atceriD atneV ed nÂÄicaicosA al ed airtsudnI al ed nÂÄicagitsevnI ed ©ÂÄtimoc led orbmeiM .selbaifnec sodailifa sert sol ed nÂÄicaraperp al ne odnaduyA .setimÂÄl y soutum sodnof ed sotsag ed secidnÂÄ 25 renetnam y raerotinom arap sotsag ed ne nÂÄrdnetnam es euq LRBX semrofni sol ed esaf adac ed osecorp le y nÂÄicisnart al ÂÄredil .sanretni sacitÂlop ed senoicaluger sal y elbatnoc otneimilpmuc le netimda euq sotad ed sesab sal a redecca etnemavitce riurtsnec ed zapaC .sedadeiporp sairav arap adued ed saznaila ed senoicagilbo sal a aicnerehd a razitnarag arap seuqehc ed nÂÄicazilaer y oluclÂÄc ed soluciÂÄ .avitaroproc dadilibatnoc ne aicneirepxe ed soÂÄa 41 ed sÂÄm noc soreicnanif semrofni ed atsilanA :NEMUSER .soreicnanif y selacsif semrofni ne aicneirepxe noc setnedicca y y y nÂÄisimeer anu razilaer arap sodazilitu sonretni sosenrgi ed sonob sol noc nÂÄicaler ne selagel seduticilos a ÂÄidnopseR .CES al ed selartsemirt senoicatneserp sal ed nÂÄisiver al noc elbatnoc opiuqe la odnaduyA .dadilicaf noc alpmuc es lausnem nÂÄicarutcaf ed otseupuserp le euq razitnarag arap soirasecen sartxe saroh y nemulov otla ed saÂÄ sol ranimreted nÂÄazilaer eS .eerthcaeP ed dadilibatnoc ed ametsiS y knillesnuoC ,smetsyS suxeN ,negiro ed sotsag y sejaiv ed ametsis odaznava oreicnanif otseupuserp ,regayoV idraY :sllikS .osotixe opiuqe nu a nÂÄicida narg anu emrecah nadeup nÂÄicacinumoc ed y sacitÂÄana sedadilibah sim euq al ne nÂÄicisop anu ed acsub ne ,etnemlautC .roirepus dadisrevinu anu ed APG etnelecxe y aicneirepxe ed soÂÄ ortauc isac noc sonaidem sorugesaer y sovitca ed nÂÄitseg ed aserpme anu arap soreicnanif semrofni ed atsilanA .RS :NEMUSER .sonutropo y sosicorp sÂÄm soreicnanif semrofni azitnarag euq ol ,ertsemirt y sem adac royam orbil le ne royam orbil le ne sotad ed senemÂÄlov sednarg rargetni arap osecorp le otixÂÄ noc razitmotua arap lÂÄ eS .sedadeiporp 004 ed sÂÄm ed atsnoc euq soicogen ed dadinu al sadot arap otnemges ed emrofni y atrujnec aserpme ed sedadeiporp sairav arap satsinoisrevi ed selausnem semrofni raraperp omoc ,semrofni ed senoicnuf sarto ne odnaduyA .sellated sol a nÂÄicneta y sarodavonni saedi ed sÂÄart a adasap nÂÄicisop adac ne rolav etnemetnatsnoc odagerga ah euq sednarg senegÂÄmi ed rodasnep nU .saznairav sednarg arap senoicacilpxe rartsinimus y saicnapercsid ed nÂÄicagitsevnI al adiulcni ,oreicnanif rotceriD le arap ahcef al atsah oÂÄa y lartsemirt ,lausnem airatseupuserp azairav ed semrofni sol ed nÂÄicaraperP .ocnaB led otneimilpmuc le y onreiboG led sanicifO sal arap selartsemirt sonretni ratneserp y raraperP .soreicnanif sisilÂÄa y semrofni ne aicneirepxe ed soÂÄa 81 ed sÂÄm noc II semrofni ed atsilana ,soreicnanif semrofni sol a adatneiro dutitcaxe anu y odacofne ellated nu :nemuser a etnerf adallated nÂÄicarutcaf nenoicroporp satsinoicca sol euq arap coh da semrofni nÂÄerC .)serotlucirga sol ed saÂÄ 03 ed laropmet aicnenet ed atneuC (osnepsus ed nÂÄicailicnocer ed serotlucirga sol y oitcefe ed airacnab nÂÄicailicnocer al ertne sodlas ed areuf selausnem senollim 3 \$ ricuder arap sageloc nocâA 3ÂÄrobaloC .senoisiced oiloF oiloF etnegA ,setnega ed zesacse ed selausnem semrofni ,s9901 nÂÄicagitsevnI ed etnega led nÂÄicaraperP .sodarutcaf sotsoc sol y safirat sal ed ogap led setna ,)s(etneilc led nÂÄicarutcaf ed secirtcerid sal rop sodanimreted etnemlareneg ,setneilc y satsinoicca sol arap osruc ne ojabart y nÂÄicalumua ed sairaid Creation of monthly, quarterly and annual income schedules for its inclusion in quarterly and annual presentations. Analyzed accounting system information reports (SAP) to create pronouncements and quarterly budgets. Efficiencies created within the monthly accident year Financial reports a savings of one hour per month. Manage the monthly consolidation process, including intercomposal eliminations to produce an accurate balance, income statements and cash flow declarations. Composed of financial schedules, as well as quarterly disclosures and comments as required. Responsible for working with external auditors during the Annual Financial Audit. Generating several audit work documents and documentation to support the audited financial statements. Experienced in SAP, Hyperion, Word and PowerPoint. Budget taxes in an effort to support business. He managed the company's vehicle fleet by tracking the registration renewal terms and maintaining insurance for both vehicles and employee drivers. drivers

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