

# MARK MCKELLEN

## Finance and Operational Accountant

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Place of birth ..... *San Antonio* ..... Driving license ..... *Full*

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### PROFILE

*Proficient Certified Public Finance & Operational Accountant with 4+ years experience in reconciliations, financial management, reports, and P&L statements. Has a master's in business administration and a Business Diligence Valuations Certificate. Established track record in financial system restructures, resulting in an increase of 35% in terms of processing speed and accuracy. Looking for a Senior Operational & Finance Accountant role at Company A.*

### EMPLOYMENT HISTORY

❖ **Finance & Operational Accountant, Capofirst** ..... May 2017 — May 2021  
Bahula

*Accountable for the application and completing of the Accounting QA process (BS validation, accounting closing, attestation and reconciliation, and any other accounting quality assurance processes).*

- Processed and monitored reporting and accounting transactions following process concept, design, and service levels as defined in the SSO Service Description.
- Complied with NSN Global F&C accounting procedures, principles (including Internal Controls and SOX), and IFRS/ local GAAP accounting principles for the allocated responsibility area.
- Provided Accounting Expert support.
- Aided and organized global process application and tool deployments in own responsibility area.
- Cooperated actively with internal/ external customers and colleagues to create and maintain a good network/ partnership and to guarantee an optimal, smooth, and timely solution for the problems.

❖ **Finance & Operational Accountant, Livery Finance** ..... Jan 2014 — Dec 2018  
Los Angeles

*Provided broad analysis into net interest margin and discrepancy investigations utilizing varied tools and collaborated with Business Intelligence and Application Services to create ad-hoc reports and explain system-generated entries.*

- Prepared CFO and Trust Services Group report and other ad hoc reports weekly, monthly, quarterly, and annual.
- Assisted in both the daily and the weekly processes for the Finance team.
- Completed the month-end close process for the Trust and Optimum Mortgage lines of business.
- Designed and tested several reconciliations to confirm that data is precise and acceptable.
- Advised on and implemented process improvements.
- Identified key processes that affected internal controls over financial reporting.

### EDUCATION

❖ **Certified Association for Professional Accountants** ..... Jan 2020 — Jun 2021  
Chartered Financial Accountant (CFA) ..... Tampere

❖ **Fordham University** ..... Jan 2018 — Dec 2019  
Master's in Business Finance, ..... Brookfield