

Kiyarra Abdelhadi

Finance Administrator

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📍 1234 Main Street, Wilmington, DE 19801

EDUCATION

Bachelor of Science in Finance and Administration at University of Delaware, Newark, DE

Sep 2017 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Business Statistics, Corporate Finance, Financial Management, Risk Management, Investment Analysis, Portfolio Management, Financial Markets, Business Administration, and Strategic Planning.

LINKS

[linkedin.com/in/kiyarraabdelhadi](https://www.linkedin.com/in/kiyarraabdelhadi)

SKILLS

- QuickBooks
- Excel
- Budgeting
- Forecasting
- Financial Analysis
- Risk Management
- SAP

LANGUAGES

- English
- German

PROFILE

Dedicated Finance Administrator with 1 year of experience in managing financial operations, streamlining processes, and ensuring regulatory compliance. Proficient in financial analysis, budgeting, and reporting, with a strong aptitude for leveraging technology to enhance efficiency. Demonstrated ability to collaborate effectively with cross-functional teams and contribute to organizational goals. Committed to continuous learning and professional growth in the finance field.

EMPLOYMENT HISTORY

● Finance Administrator at M&T Bank, DE

Apr 2023 - Present

- Successfully managed a portfolio of over \$500 million in assets, resulting in a 10% increase in revenue for M&T Bank during the fiscal year 2019-2020.
- Streamlined financial reporting processes, reducing the time spent on monthly and quarterly reports by 30%, enabling more accurate and timely decision-making for senior management.
- Identified and implemented cost-saving measures, leading to a reduction of operational expenses by 15% over two years, thereby contributing to the overall profitability of the bank.
- Played a critical role in the successful integration of a newly acquired bank, coordinating with cross-functional teams and ensuring a smooth transition with minimal disruption to existing financial operations.

● Assistant Finance Administrator at WSFS Bank, DE

Aug 2022 - Mar 2023

- Successfully streamlined the financial reporting process, reducing the time taken to generate monthly reports from 10 days to 5 days, resulting in a 50% efficiency improvement and saving the bank \$30,000 annually in labor costs.
- Implemented an automated expense management system that reduced processing errors by 25% and increased employee reimbursement turnaround time by 40%, leading to higher employee satisfaction and more accurate budgeting.
- Identified and realized cost-saving opportunities amounting to \$100,000 in annual savings by renegotiating contracts with vendors and optimizing the procurement process, contributing to a 5% reduction in the bank's overall operating expenses.

CERTIFICATES

Certified Financial Planner (CFP)

Mar 2022

Chartered Financial Analyst (CFA)

Dec 2020

MEMBERSHIPS

Association for Financial Professionals (AFP)

Chartered Institute of Management Accountants (CIMA)