

Robert Smith

Business Unit Manager/Accounting Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Accomplished Business Unit Manager/Accounting Manager with extensive years of financial services experience and strong knowledge of diversified mutual fund account structures. Deep experience in fixed income, money markets, international and domestic equity funds.

WORK EXPERIENCE

Business Unit Manager/Accounting Manager **ABC Corporation - 2000 - 2015**

Responsibilities:

- Managed the fund accounting operations of 32 Mutual funds with \$50 billion in Net Assets.
- Trained and guided 3 Assistant Managers and 10 accountants to resolve daily operational issues.
- Fostered strong client focus by conducting weekly client meetings to discuss fund and product-related initiatives.
- Provided accounting support and entries for the preparation of Financial Statements.
- Actively participated in the department Best Business Practice Committee which standardizes procedures across the teams and reviews clients services, and internal control procedures.
- Increased productivity and minimize human error by 75%.
- Automated the Money Market trades process via the Bloomberg trading system.

Business Unit Manager **ABC Corporation - 1998 - 2000**

Responsibilities:

- Was responsible for achieving desired inventory levels and maintaining the accuracy of these assets, thus contributing to maximum customer service levels for the plant.
- As a member of middle management, individual interacts with all levels of organizations, especially as the focal point for implementing supply chain management activities with external customers and internal support teams.
- Developed curriculum and training materials for all union employees within the Materials Department.
- Managed the activities of 25 employees, including 3 exempt employees.
- Trained employees on inventory management and team-building techniques.
- This is Dummy Description data, Replace with job description relevant to your current role.
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SKILLS

Statistical Analysis,
Auditing, Management
Skills, Continuous
Improvement, Supplier
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Master of Science in Taxation - 1996 (Long Island University -
Brooklyn, NY)