

Robert Smith

Jr. Business Advisor

PERSONAL STATEMENT

Highly Accomplished finance and accounting professional with extensive hands-on experience in management within diverse industries including manufacturing, distribution.

WORK EXPERIENCE

Jr. Business Advisor

ABC Corporation - May 2014 - December 2015

Responsibilities:

- Worked closely with company executives to identify new business opportunities.
- Managed accounting procedures such as bank reconciliations, account receivables, inventory and account payable reports, and control.
- Ensured compliance with federal, state, and company procedures and regulations.
- Conducted weekly metrics reports and prepare income tax returns.
- Established metrics for setting targets and control operations.
- Prepared financial reports weekly Improved company operations by the past five years.
- Built for Success is a reach-out program for businesses.

Business Advisor

PRENDES AND PRENDES, INC - 2011 - 2014

Responsibilities:

- tenants (including grocery anchor), set up organizational structure, performed all billing, accounting, HR and payroll for 200+ employees until the business was running smoothly.
- Technical Savvy Led numerous conversions to new accounting platforms; integrated accounting with human resources, payroll, and time clock software.
- Trained end users to be self sufficient.
- Turned around small business profitability Enabled a client to grow from net profit of zero to over \$40k within one year.
- Conducted financial and competitive analysis; recommended solutions for appropriate pricing and staffing.
- Helped establish fleet / corporate programs that ensured consistent volume..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Specialization in Management - 2011(Hardvard University, on line)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Account Management,
Leadership And Team
Work, Business.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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