

PERSONAL INFORMATION

Bettina Bujna

Date of birth: 11/09/94

Mobil: +3630/208-4098

E-mail: bettinabujna@gmail.com



Portfolio: bettybuilds.github.io

EDUCATION

2023 **Google Data Analytics Professional Certificate**

2022 **Data Science Bootcamp**, Pragmatic Institute

2021 **Python courses**, University of Michigan

2020 **Business Management and Administration**, Budapest Business University (BGE)

2013 **Economics**, Teleki Blanka Secondary School of Economics

PROFESSIONAL EXPERIENCE

2022.08 - Present **NGENA** – *Reporting & Business Intelligence Specialist*

- Develop reporting requirements including scenarios, use cases and prototypes
- Owning existing reports and IT solutions (know-hows) by proactively overviewing them, setting up meetings with leadership team and advising on new reporting and automation
- Maintaining documentations of ongoing and legacy projects
- Participating in IT projects mainly on the Finance topics, supporting in the adaption of existing BI systems and process implementations
- Working as a key person regarding the usage of Jedox Planning and Reporting Management System, while solving issues, eliminating bugs, managing administrative functions, implementing reports, automating workflows, writing scripts in MySQL, training colleagues and writing User Manual
- Advising further development of reporting concepts to meet the Controlling and Reporting requirements of a dynamically growing company
- Presenting progress of the BI projects on the weekly big finance meeting
- Supporting individuals in queries by creating ad-hoc enhancements using VBA, Pandas and NumPy

2020.02 - 2022.08 **BP** – *ARC Analyst*

- Managing and reviewing the month-end closing processes across multiple departments to ensure accuracy and timely delivery of the financial reports
- Investigating the questionable inputs, analyzing the information, coordinating with other teams (AR/AP, Tax, Procurement and regional accountants)
- Submitting financial reports into the Internal Management Information System
- Gathering and standardizing data streams from various functions for monthly and quarterly forecasting activities
- Providing detailed reports with presentations to stakeholders on MoM/YoY movements and forecast vs. actuals variance (sales revenue, volumes, purchases, distribution and marketing expenditure)

- Preparing ad-hoc reports on several subjects to ensure mutual understanding of all accounting entries and implementing them into the recurring reports with process documentations if necessary
- Working as a point person between auditors and stakeholders: reconciliation and verification of GL entries, providing evidence for material changes, assisting to assure that the financial reports are prepared according to the internal and external controls
- Working closely with developers on software related issues and upgrades by building up ideas on how to automate recurring tasks and performing the testing before final approval
- Supporting the local team by developing various smaller improvements for their workflow (Excel VBA and advanced formulas, data standardization) and creating documentations and know-hows

2018.07 - 2019.12 **Harman International (Samsung)** – *Controlling Trainee*

- Tracking, inspecting and approving payable and receivable commission fees and discounts, informing divisions about errors in their calculations, helping them clear out the discrepancies
- Building a global report to standardize the fragmented financial reports of license trading between subsidiaries
- Tracking global headcount and determining the exact FTE for each division, comparing plan and actual figures for the budget
- Calculating and reporting accruals of the hungarian office to the management
- Reconciliation of invoices with SAP production data to identify errors in the supply chain

2017.02 - 2018.06 **IT Services Hungary** – *Back Office Trainee*

- Helping Business Operations with diverse payroll related reports and forecasts
- Supporting HR with internal events, travel planning and graphic design

2016.11 - 2017.01 **Vodafone** – *SEPA Business Operations Student*

- Tracking and reporting daily sales
- Ad-hoc reports explaining outstanding movements and differences

SKILLS

- MS Office, VBA
- JIRA
- SAP
- Analysis for Office
- BeX Analyzer
- Python, Pandas, NumPy
- MySQL
- Git
- Jedox