**Zakariya Mahadalle**  
Sharjah, UAE  
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**Objective**

Analytical and results-oriented Administrative and Finance Professional with over 10 years' experience in financial reporting, budget forecasting, variance analysis, and Excel automation. Seeking an FP&A Executive role to leverage my expertise in cost control, reconciliation, and KPI dashboarding within a high-performing finance team.

**Professional Experience**

**Customer Service Representative**  
*Government of Ontario – 2021 to 2024*

* Delivered operational reporting using Excel and Power BI to identify cost-saving opportunities.
* Created monthly variance and reconciliation reports for internal performance reviews.
* Developed Excel-based budget forecasting tools, improving planning cycle accuracy by 20%.

**Administrative Assistant**  
*Centennial College – Dean’s Office – 2020*

* Managed a $100,000+ event budget and delivered 5% cost savings through vendor analysis.
* Automated financial tracking tools in Excel (VLOOKUP, PivotTables) to streamline reporting.
* Supported monthly close and year-end reporting through detailed analysis and forecasting.

**Key Skills**

* Financial Planning & Analysis (FP&A)
* Budgeting & Forecasting
* Variance & Reconciliation Reporting
* Excel Automation (PivotTables, VLOOKUP, Macros)
* Cost Control & Procurement Analysis
* Power BI & Financial Dashboards
* KPI Monitoring & Reporting
* SAP, CRM & ERP Systems
* Monthly / Year-End Close Support

**Licenses**

* First Aid & CPR Certified
* Valid G Class Driver’s License

**References available upon request.**