**Sergey Tihonov**

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Management | Business | Sales and Accounting

Stretigic Planning ~ Organisational Development ~ Hands-on Leadership ~ Business Planning

Seasoned Management Executive with 10+ years of progressive experience managing business office functions and providing executive level support to principals. Superior interpersonal and analytical expertise with a flair for increasing organizational cohesiveness and profitability through recruitment, talent assessment and employee engagement. Dynamic entrepreneur with ability as a business leader to critically evaluate and respond to rapidly evolving financial environments. Utilize leadership expertise and business management experience to align financial activities with organizational goals, fostering business growth.

**Signature Skills**

External and Internal Reporting ● Financial Analysis and Planning ● Project Management ● Cost Reduction

Program Development ● Continous Process Improvement ● Leadership Skills ● New Business Development

Strategic Planning ● Training and Development ● Regulatory Compliance ● Internal Audits ● Investments

Program Development ● Continous Process Improvement ● Leadership Expertise ● Business Development

**Executive Experience**

ACCOUNTING DIRECTOR, STEADMAN & STEADMAN, Kansas, KS January 2014 – Present

Maintain and update 5 budget spreadsheets for various projects and reconciling errors. Assist principals in drafting and editing in memos, reports, and proposals. Perform routine clerical tasks like mailing, copying, faxing, filing and scanning. Maintain close communications with company executives, the board of directors and investors. Handled pricing and contract negotiations with key new and existing customers.

* Increased office efficiency by introducing new project management software, reducing the company’s labor costs by 5%.
* Developed and implemented the organization’s 1st financial controls and reporting system.
* Conducted numerious training strategies for sessions with the Junior Staff Members.

SALES DIRECTOR, MICRO COMMUNICATIONS, Kansas, KS January 2012 – December 2014

Coordinated and organized internal control projects with an annual budget of $40 million+. Developed formal dashboards to communicate results of audit activities to senior management. Managed multiple client accounts totaling over $75 million customers.

* Trained and coordinated a team of 10 experienced in-house financial analysts.
* Conducted and oversaw periodic financial audits.

SALES MANAGER, MICRO COMMUNICATIONS, Kansas, KS January 2006 – December 2012

Processed, examined, and certified administrative receipts and disbursements. Tracked metrics and performance indicators. Assisted external auditors with document collection for audits. Performed monthly reconciliations and account analysis.

* Managed stock portfolio worth over $35 million, increasing returns by 5%.
* Identified several applicable tax credits resulting in tax savings totaling over $14,000 annually.
* Pinpointed several operational inefficiencies, boosting performance and drawing in several new clients leading to a total bottom-line increase of 12% annually.

**Education**



(MS) Master of Science in Accounting, Southern New Hampshire University, Manchester, NH, May 2002