

BUSINESS ANALYST

Summary

Experienced professional with a strong background in operational and financial aspects of business management with expertise in budgeting, forecasting, variance analysis and ad-hoc reporting. Offer rare blend of services backed by extensive experience in financial reporting and business analysis as well as by expertise in examining complex/uncertain situations with the use of advanced tools and information systems that integrate knowledge from functional areas of business into a meaningful firm-level perspective.

Skill Highlights

- Financial Modeling and Reporting
- Cost Control and Expense Tracking
- Financial Statement/Ratio Analysis
- Quicken, E-Commerce 2.0, ADP ezLabor Manager
- MS Excel “Expert Level (pivot, macro, data analysis)
- MS Office Suite & Basic Program (VBA, SQL)

Education

Master of Business Administration (MBA) , Finance 2009 Johns Hopkins University 1/4 City , State

Bachelor of Business Administration (BBA) , Economics 2002 Azerbaijan State University of Economics 1/4 City , State

Professional Experience

Business Analyst Jan 2013 to Dec 2014

Moody's Investors Service, Inc.

Developed comprehensive reports, abstracts and charts to present sales and operational data and guide investment strategies. Analyzed and developed ad-hoc reports, including variance, trend, mix, sensitivity, scenario, and cost-benefit analysis. Supported senior leadership on initiatives to increase revenue, reduce expenses, and mitigate risks by developing ROIs and other financial models to quantify outcomes across various scenarios with multiple variables. Performed monthly analysis of business performance by reviewing comparative operating results, researching variances, and documenting findings.

Delivered Results: ^

Researched competitors and developed comprehensive analysis of industry data

Improved operational efficiency of finance systems by 9% through streamlined data management

Contract Consultant Sep 2010 to Dec 2012

SWA Consulting, Inc. - International Communications Associates Inc. - U.S. Department of State - Decision/Analysis Partners - MultiLingual Solutions - Lidget Green Inc. - Holland & Knight, LLP

Assisted program development efforts of US government agencies and industry partners. Assessed and identified weaknesses and potential risk areas in the programs. Independently led interviews with officials to elicit statements, assess credibility of other interviews, and analyzed information obtained to identify facts and considerations that form the basis for the findings. Researched various sources to verify and confirm provided information. Developed metrics and tracking system for monitoring project progress. Produced data analyses and assessments that were responsive to the audit objectives.

Delivered Results: ^

Developed and maintained assessment processes that monitor and evaluate operational effectiveness

Proactively identified/resolved issues related to company policies and practices that impacted operations

Financial Analyst May 2009 to Sep 2010

Allina Health Systems 1/4 West Chester , CA

Measured and reported key benchmarking trends for client performance.

Analyzed and interpreted researched data and linked them into comprehensive reports to offer thorough business insight and help managers to make decisions that would drive the performance.

Analyzed financial statements to pinpoint areas with potential to realize a greater cash flow. Evaluated prospective investment targets for international venture capital firms through market research.

Delivered Results:

Contributed to 12% growth by developing strategic/risk assessment for a boutique investment firm Reached budget expectations and exceeded projections by 10-15%, surpassed cost-savings expectations.

Accounting Administrator Jul 2004 to Jun 2007
Unum Group 1/4 Apple Valley , TN

Processed weekly payroll, petty cash, accounts payable and receivable operations. Monitored and analyzed accounts receivable and payable operations. Worked with internal accountants to complete monthly, quarterly and annual reports. Updated and reconciled monthly accounts receivable balances for funds received. Updated financial data for preparation of the monthly bill reports. Reviewed current reports to identify areas that may overspend.

Delivered Results: Â

Managed over \$1 million in accounts receivables and payables across tens of vendors and customers

Reduced invoicing errors by 15% through regular updates and account reconciliations on e-Commerce

Skills

Accounting, accounts payable, accounts receivable, ADP, ad, Basic, benchmarking, budget, cash flow, charts, Cost Control, client, data analysis, data management, E-Commerce 2.0, finance, Financial, Financial Modeling, financial statements, funds, government, leadership, market research, MS Excel, MS Office Suite, payroll, policies, processes, program development, progress, Quicken, Reporting, researching, Risk Assessment, sales, SQL, strategic, Tax, trend, VBA, venture capital, annual reports