

Jane Smith

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Personal Statement

A highly motivated and driven finance manager with nine years' experience in top level business environments. Confident, tenacious with a proven track record for first class account handling and client satisfaction.

Key Achievements

- Strong financial and management skills
- Confident communicator, negotiator and decision maker
- Proven financial planner
- Thrives under the pressure of leadership and business targets
- Broad knowledge of financial management and client expectation

Work Experience

November 2013 – Present

Finance Manager - IBM, London

Responsible for the handling of key financial accounts and maximising performance and cash flow.

- Managing and driving the account team in order to achieve and exceed targets
- Working closely with account managers to strengthen key areas and target financial growth
- Monitoring account performance
- Gathering and presenting key data to senior managers and suggesting necessary reactions to detailed forecasts
- Creating and working to financial growth plans
- Maximising performance of financial team

March 2010 – November 2013

Assistant Financial Manager - Dell Computers, London

Duties:

- Managing several key financial accounts
- Monitoring and managing large budgets
- Reporting forecasts to executives
- Troubleshooting and monitoring account performance
- Reviewing financial and budgetary data and streamlining areas to maximise potential profits
- Liaising with clients

Education

2006 – 2009

BSc (Hons) in Accounting and Finance - University of Greenwich, London

Including the following modules:

- International macroeconomics and financial markets
- Operations management
- Economics for business
- Financial accounting
- Auditing
- Advanced management accounting

2004 – 2006

A-Levels - Enfield Sixth Form College

Including:

- A Level Business studies (A) English (A) History (A)

Languages

Proficient in the following languages:

- English - Native
- French - Fluent
- Spanish - Conversational

Interests

In my spare time, I enjoy going to the gym and regularly partake in charity runs around the UK in order to help the community and to stay fit and healthy.

- Volunteering and participating in the community
- Attending social or business events
- Cooking
- Sports (Gym and Yoga)