

Fiona Jennifer

FINANCE MANAGER

I am willing to learn new things and constantly improve myself in achieving the organizational goals as well as my objectives.

- To have an opportunity to work as a team in an organization and work in a challenging position that will allow me to grow.
- To be a successful person in a career ventured, preferably in the management and administration sector.

✉ info@resumekraft.com

📞 +1-202-555-0135

📍 Manhattan, New York, US

🌐 [linkedin.com/in/fiona](https://www.linkedin.com/in/fiona)

SKILLS

Spreadsheet: Microsoft Excel

UBS Accounting System

Million Accounting System

Word processor: Microsoft Word

MYOB Accounting System

HR2Eazy Payroll System

EXPERIENCE

Finance Manager

Zurich Insurance Group *Aug 2009 - Present*

- Responsible for timely reporting of monthly financial analysis and management reports.
- Prepare full accounting reports, summaries and reconciliation with relevant reports submit before deadline.
- Investigate, resolve accounting discrepancies and irregularities.
- Review monthly accounts, variance analysis and highlight key weaknesses and recommend for improvement.
- Provide monthly expense and cost analysis for management review.
- Prepare, monitor and control the budget analysis and forecasting as well as comparison to ensure realistic budget to advice.
- Handle monthly payroll and office administrative task.
- Processing of payments to vendors and petty cash payments perform timely.
- Provide support for finance matters in subsidiary companies and branch.
- Liaise with auditors, tax agent, banker, government bodies and company secretary for all matters relating to audit, tax and statutory requirements comply.
- Substantiates business transactions with relevant supporting documents and maintain proper filing system and records to document transactions.
- Process and review SST/ Tax matters are tracked and submit on time.
- Maintains confidence by keeping financial information confidential.
- Analyze financial information in response to queries from Management, suppliers, and customers.
- Develop and maintain thorough financial procedures for the organization and all finance record kept and secure in legislative requirements.
- Establishing goals/target for the department and supporting team member in delivery results.
- Able to meet the reporting deadlines and requirements by priority the task given.
- Maintain financial policies and procedures for the company.
- Provide advice and information to the Management on the latest change in companies' law and regulation and practice.
- To be guided by standard procedures, good practice & precedents and is expected to understand what results or outputs are required.

Account

Itaú Unibanco Holding *Jan 2008 - Jul 2009*

- Job scope in MYOB Computerized Accounting
- Prepare Basic Finance Statement

- Data Entry

EDUCATION

Bachelor of Arts (Hons) in Accounting with Finance
The University of Texas at Dallas *Jul 2008 - Jul 2009*

Diploma in Accounting
University of Pennsylvania *Sep 2005 - Jun 2008*
Completed

SPM
Arizona State University *Jan 1999 - Nov 2004*
Completed

LANGUAGES

English	French
German	Arabic

AWARDS

High Performer
Zurich Insurance *2013-12-31*

HOBBIES

Driving	Badminton	Reading Books
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PERSONAL SKILLS

Leadership Skill	Communication Skill	Time Management
Technical Skill	Self Motivation	