

## FINANCE AND OPERATIONS MANAGER

### Experience

Finance and Operations Manager , 07/2017 to Current

Company Name " City , State

- Brought on board to centralize progress in district.
- Task with overseeing designated managers that monitor employee productivity, timely scheduling and provide updated trainings.
- Institute policies, goals, objectives and procedures.
- Challenge to construct and maintain effective cash flow monitoring system, review financial statements, audit sales commission and activity reports.
- Analyze performance data to measure productivity and steer continuous improvement initiatives with emphasis on recognizing cost streams and reducing expenses.
- Authorize various software platforms for employees.
- Oversee inventory management, purchasing, and distribution.
- Realign internal processes with introduction of inventory recording systems for the district.
- Allocate monthly budget and create tentative forecast for proceeding month.

Financial Analyst , 07/2013 to 07/2014

Company Name

- Selected to examine accounting records to compile financial information and reconcile reports.
- Incorporated detailed research to process journal entries and author financial reports.
- Proactively developed process analysis while maintaining clear open lines of communication with leadership.
- Scrutinized current and past financial data, trends and performance, to champion financial improvements.

## FINANCIAL IMPACT

- Boosted overall sales from \$4M annually in 2017 to \$6.7M in 2019 using direct actions to drive uptick in both revenue and number of locations for two consecutive years.
- Introduced sales auditing and cost auditing re-alignment by incorporating advanced Excel and RQ software which drastically decreased process from 2 - 3 weeks to 3 - 4 days and allotted for detection of variations up to \$20K - \$30K than before re-alignment.
- Took ownership of growth strategy by increasing number of locations under direct management going from 3 locations to 6 locations.
- Introduced simple budget forecasts to better examine spending patterns during the month versus at end of month.
- Forecasts and delegation restructuring allowed ability to cut cost from \$600K per month down to \$400K per month.
- Swayed upper management to create portal where all transactions could be automatically audited each day allowing team to monitor or investigate all cash audits and sales audits in one centralized location., Switched out multiple vendors-wholesale distributors-process to direct to manufacture program which reduced suppliers thus saving costs on routine operations of business.
- Realigned budget forecast to accurately monitor entire allocated budget.
- Devised new system to assign accounts to every consumer which significantly increased collection receivables.

### Work History

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Education

Master of Business Administration (MBA) Johnson and Wales University - City , State

Bachelor's In Business Administration (BBA) : Finance Kathmandu University - City

Summary

FINANCIAL OPERATIONS ANALYST Excels at Financial Performance through Analysis, Reporting, and Value-Added Improvements Driven, customer-centric, revenue-focused Analyst with H1B status uniquely qualified in identifying challenges and developing collaborative solutions for financial sectors. Highly attuned with reducing cost expenditures and exceeding expectations. Developed expertise navigating financial management pipelines like accounting, reporting, internal controls, budgeting, analysis and performance management. Demonstrated command of communicating complex financial information to non-financial audiences.

Certifications

Core Competencies Finance | Operations Management | Data Analysis | Reporting | Auditing Policies & Procedures | Continuous Improvement|

Financial Modeling | Communication

Highlights

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| <ul style="list-style-type: none"><li>• Microsoft Office Suite   Various CRM Systems   Omni   Salesforce   QuickBooks   SLACK</li><li>• Accounting</li><li>• Auditing</li><li>• Budget</li><li>• Cash flow</li><li>• Continuous Improvement</li><li>• CRM</li><li>• Data Analysis</li><li>• Finance</li><li>• Financial</li><li>• Financial Modeling</li><li>• Financial reports</li><li>• Financial statements</li><li>• Inventory management</li></ul> | <ul style="list-style-type: none"><li>• Inventory</li><li>• Leadership</li><li>• Excel</li><li>• Microsoft Office Suite</li><li>• Operations Management</li><li>• Policies</li><li>• Process analysis</li><li>• Processes</li><li>• Progress</li><li>• Purchasing</li><li>• QuickBooks</li><li>• Recording</li><li>• Reporting</li><li>• Research</li><li>• Sales</li><li>• Scheduling</li><li>• Strategy</li><li>• Author</li></ul> |
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Skills

- Microsoft Office Suite | Various CRM Systems | Omni | Salesforce | QuickBooks | SLACK,
- Accounting, Auditing, budget, cash flow, Continuous Improvement, CRM, Data Analysis, Finance, financial, Financial Modeling, financial reports, financial statements, inventory management, inventory, leadership, Excel, Microsoft Office Suite, Operations Management, Policies, process analysis, processes, progress, purchasing, QuickBooks, recording, Reporting, research, sales, scheduling, strategy, author