**Daniel Rossi**

16 Easter Street, Portsmouth

PO11 3ZZ

Tel: 01234 123456 Email: d.rossi@nomail.co.uk

## **Career Summary**

NOTE: Profile summarises career aims in a way that is tailored to the job application.

Highly motivated CIMA professional with in-depth knowledge of financial and management information systems. My key strengths include:

* commercial and business awareness
* strategic analysis
* analytical thinking and a logical approach to work
* strong team-work ability and excellent communication skills.

Having successfully completed my Masters in Business Administration, and having developed my current role, I am now seeking an opportunity to take on greater management responsibilities and challenge within a company finance function.

## Professional Qualifications

**2014-2016 Masters in Business Administration (MBA) The Open University**

 Courses studied include:

 Managing performance and change

 Financial strategy

 Business operations: delivering value

NOTE: Demonstrates value of OU study by citing projects that have a direct bearing on work activities.

**2011-2013 Professional Diploma in Management The Open University**

 Projects included:

 Analysis of change strategy within current company

 Review of accounting systems, including proposals for future developments

**2003-2005 Chartered Institute of Management Accountants (CIMA)**

 All passed on first attempt

## Career History

**2010-Present Deputy Finance Manager Ace Holdings Plc Portsmouth**

## **Achievements**

NOTE: Each entry specifies how candidate’s contribution added value to the organisation.

* Planned and co-ordinated computerisation of the management accounts system, which required me to use high-level organisational skills and my ability to think strategically and to deal with complex problems as the project progressed.
* Trained staff in the use of the new system, provided concise and effective guidelines and designed a training plan. I ensured full staff engagement through involvement at all levels.
* Reduced the cost of supplies by 11% in 2001-2002, and was able to make savings by thinking creatively and identifying alternative methods of purchasing goods.
* Strengthened and simplified the reporting of financial information; each team was given greater responsibility for reporting on their own accounts which led to greater transparency.
* Researched a detailed marketing study leading to a refocused annual marketing plan.
* Negotiated a £2m loan for a major construction project, which required me to research and present our case. I represented the company in negotiations throughout the bidding process, including at panel interviews.
* Handled credit analyses and made credit recommendations.

**2004-2010 Management Accountant Southern Finance Plc, Portsmouth**

* Prepared regular financial statements and accounts, such as profit and loss accounts.
* Analysed company performance
* Monitored spending, costs and budgets
* Interviewed clients
* Supervised an office of nine staff

**2002-2004 Accounts Technician Southern Finance Plc, Portsmouth**

* Assisted with ledger accounts and budget preparation
* Prepared statements showing income and expenditure
* Processed expenses claims

## Other Employment

NOTE: This section quickly summarises previous employment history that is less relevant.

I started work as a Trainee Accounts Clerk with Southern Finance, learning the job and assisting with ledger accounts. From there I was quickly promoted to Accounts Clerk and began working towards professional qualifications.

## Additional Information

NOTE: This section highlights the employability skills developed through study, work and even leisure interests.

* IT skills: use Microsoft Office and SAGE financial management software on a daily basis to write documents, prepare presentations, store and manipulate data and produce financial reports.
* Part-time study of the courses described above required self-discipline, time-management skills and determination. I developed a much broader awareness and understanding of company systems and functions as a result of study.
* I am a keen member of a local amateur dramatics society, and have been stage manager for the last four years. This provides an additional arena to further develop my organisational and people-management skills.
* Currently treasurer of my children’s primary school PTA. This requires careful thoughts on how to present financial information to members of PTA who are without financial knowledge.
* Regular swimming (twice a week) to keep fit.
* My language skills include conversational Spanish and French. I have taken several evening classes to develop my confidence when communicating on holiday.
* I have a full clean driving licence.