**NAME SURNAME**

STREET, CITY, POSTAL CODE, COUNTRY

Phone | Email

**SUMMARY**

Example: Self-motivated, results-driven Financial Professional with keen analytical skills and demonstrated ability to manage priorities and deliver results within strict time and accuracy requirements. Efficient, thorough, persistent and accountable. Valued for individual and as a collaborative team member.

**PROFESSIONAL HIGHLIGHTS**

*Company name – Company address*

**Your position January 2012 – May 2014**

* Researched and analyzed corporate action events utilizing vendors such as Bloomberg, sub-custodian banks and depositories mitigating financial loss to the client and to the Company
* Accurately processed complex cash and stock shares income to the accounting system
* Converted currency in intricate cross-currency trades by applying proper foreign exchange rates
* Reconciled cash and assets between custody and accounting records, identified and resolved discrepancies
* Created advanced cost-reducing, time-saving procedures and Excel macros thus improving work efficiency and customer satisfaction
* Monitored and updated daily a database consisting of 8,000 mutual funds and 20 investment clients
* Responded to detailed client inquiries and communicated resolutions with portfolio managers
* Took ownership of tasks in absence of colleagues and led team through peak periods or critical situations
* Trained and mentored new members

*Company name – Company address*

**Your position 2011 - 2012**

* Performed fund accounting activities to calculate the Net Asset Value of mutual funds with a total market capitalization of $53 billion
* Posted daily money market trades on a multi-currency reporting system under strict time constraints
* Completed daily yield accrual changes per client request
* Projected for 5-Day Cash flow of a fund according to bank statement from custodian bank
* Settled short-term investments and FX transactions
* Reviewed and submitted interest rates and NAVs to Transfer Agent at NASDAQ within 6pm deadline
* Ran biweekly reconciliation reports to identify variations between internal data systems
* Trained new employees on procedures and policies

*Company name – Company address*

**Your position 2010**

* Set up attorney billing rates and fees for new clients
* Checked and approved submissions of new litigation cases
* Reviewed final invoices and billed the client upon a case closure
* Interacted with over 1000 law offices around the world to provide or retrieve missing information

**SKILLS & COMPETENCIES**

* Advanced Bloomberg, JD Edwards, Oracle, Microsoft Office 2012, NAVAlert, NAVigator
* Languages: C2 in English, Bulgarian and B2 in Spanish

**EDUCATION**

**University, Location, Level (example: BS, MA) 2004 - 2008**

University program (example: B.B.A Finance)