

John Doe

Assistant Finance Manager

Assistant finance manager with five years of experience in financial reporting, budgeting, and variance analysis. Skilled in supporting senior management with accurate financial data to inform strategic decisions.

Contact



(123) 456-7890



email@example.com



LinkedIn



City, ST

Key Skills

- Budget preparation
- Financial reporting
- Variance analysis
- SAP
- Excel

Education

- Bachelor of Science in Finance

University of State, City, ST

May 2017

Professional Experience

ASSISTANT FINANCE MANAGER | XYZ CORPORATION, CITY, ST
JUNE 2020 – PRESENT

- Prepared monthly financial reports, ensuring accuracy and compliance with company standards
- Assisted in annual budget preparation, collaborating with department heads
- Conducted variance analysis to identify discrepancies and recommend corrective actions

FINANCIAL ANALYST | ABC INC., CITY, ST
MAY 2017 – MAY 2020

- Analyzed financial data to support budgeting and forecasting processes
- Developed Excel models to streamline financial reporting
- Collaborated with cross-functional teams to gather financial information