

Daniel Rossi

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Career Summary

I am a 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

2010-2012	Masters in Business Administration (MBA)	The Open University
	Courses studies include: Managing performance and change Financial strategy Business operations: delivering value	
2007-2009	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	
1999-2001	Chartered Institute of Management Accountants (CIMA)	
	All passed on first attempt	

Career History

2006-Present	Deputy Finance Manager	Ace Holdings Plc Portsmouth
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Achievements

- I 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.
- I 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.
- I 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.
- I 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.
- I researched a detailed marketing study leading to a refocused annual marketing plan.
- I 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.
- I handled credit analyses and made credit recommendations.

Note

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

A concise writing style is often appreciated by recruiters.

Note

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

Note

Each entry specifies how candidate's contribution added value to the organisation.

2000-2006

Management Accountant

**Southern Finance Plc
Portsmouth**

- Preparing regular financial statements and accounts, such as profit and loss accounts
- Analysing company performance
- Monitoring spending, costs and budgets
- Interviewing clients
- Supervising an office of nine staff

1998-2000

Accounts Technician

**Southern Finance Plc
Portsmouth**

- Assisting with ledger accounts and budget preparation
- Preparing statements showing income and expenditure
- Processing expenses claims

Other Employment

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

- 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 thought 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.

Note

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

Note

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