

Curriculum Vitae

John Smith

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PERSONAL INFORMATION:

DOB:- 29th February, 1980

Marital Status:- Single

PROFESSIONAL QUALIFICATION:

November 2004 Qualified as an Member of the Institute of Chartered Accountants in England and Wales

EDUCATION:

1998 – 2001 **University of Wales – 3-Years Full Time Study**
BSc. (Hons) Business and Management Studies
2nd Class 1st division.

1996 – 1998 **Milton Keynes Technical College – Full time study**
A Level:- Accounting A
Mathematics B
History B

1981 – 1996 **Milton Keynes Comprehensive School**
10 GCSE's at grade C or above including Maths and English.

WORK EXPERIENCE:

British and European Widgets Limited, Hemel Hempstead, UK.

Senior Financial Analyst

Jan 2006 to present date

As a financial analyst reporting directly to the Finance Director, for the biggest widget manufacturer in Europe, my duties were:-

- Preparation of annual budgets/forecasts and the performance of variance analysis from the aforementioned reports.
- To assess potential capital investment projects and potential acquisitions by using discounted cash flow forecasting and presentation of my findings to the board.
- To assess and on an ongoing basis the internal control environment in the finance department and to make appropriate recommendations to improve.

My main achievements in this role were the:-

- Implementation of an electronic method of collating data for the consolidation of financial results from each country resulting in an estimated £30k in savings from reduced man hours spent.
- On my recommendation the implementation of centralized authorization of discounts offered by our sales agents which resulted in estimated increased revenue of \$700k per annum.

International Manufacturing Limited, Milton Keynes, UK.

Assistant Accountant

Nov 2004 – Dec 2006

As the Assistant Accountant reporting to the Financial Controller for this busy manufacturing company my duties included:-

- The preparation of management accounts on a monthly basis, and presentation of these accounts at board level.
- The production of quarterly budgets for each division and the performance of variance analysis on these budgets.
- The consolidation of the European and African subsidiaries operations into the holding company accounts, and the submission of these consolidated accounts to the Finance Director on a monthly basis
- The preparation of the annual GAAP financial statements and as the main point of contact for the external auditors bringing the annual audit to completion.

My main achievements in this role were the:-

- Introduction of an electronic submission of financial results by the European and African subsidiaries which allowed the release of an admin assistant at each site. This resulted in estimated savings of £36k to the company.
- I introduced an inventory management system to the region using a SAP application which resulted in reduced inventory held of an estimated £275k.

Travel

Aug 2004 – Nov 2004

I travelled throughout South America on a three month career break.

Ernst & Young LLP, Milton Keynes, UK.

Audit Senior

Sep 2001 – Aug 2004

My duties as an Audit Senior included:-

- Audits of the financial statements of a variety of clients in the region in manufacturing, financial services, leisure and tourism and retail.
- The performance of internal control reviews of the entities audited and presenting the findings and recommendations to resolve to the board.
- I was also assigned to perform due diligence reports, public sector funding reviews, student numbers audits and internal audit reports of publicly funded entities.

My main achievements in this role were to:-

- Achieve a recovery rate of expenses of 90% or more on each client I was assigned as the audit supervisor.
- I was also invited to give a lecture to prospective accountancy students at Milton Keynes Polytechnic by the local ICAEW branch.
- I achieved first-time passes in all accounting exams during the period of my articles.

OTHER SKILLS:

- I am familiar with Microsoft Office applications particularly Excel.
- I also have experience with SAP applications.
- I am fluent in English and German.

INTERESTS:

- I have a keen interest in football and I play regular for Milton Keynes FC.
- I am in a pub quiz team that competes twice weekly.
- I enjoy overseas travel and I have travelled throughout South America.

REFERENCES:

- Available on request.