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1011 xxxx St.
Quebec, Quebec
G1K 4B8

FIRST NAME LAST NAME

Financial analyst

Objective

To leverage my **team management** skills and **financial analysis** expertise in a financial supervisory position

Profile

- 12 years' experience in financial analysis
- Proficient in the use of computerized management tools
- French and English – spoken and written
- Excellent interpersonal and communication skills, and enthusiastic about major projects

Experience

2001–present COMPANY A Quebec, QC
Financial analyst

- In charge of all financial analyses linked to accounting activities
 - Responsible for harmonizing methods
 - Responsible for quarterly and year-end closings
 - Internal control tracking
 - Participating in the budget control process: informing operations managers so as to control expenses
 - Advising operations managers on financial decisions
 - Controlling compliance with established policies and procedures
 - Distributing and enhancing financial information
 - Participating in preparing audit files
- ⇒ Qualities developed: entrepreneurial spirit, liking for challenges, perseverance

1994–2001 COMPANY B Montreal, QC
Financial analyst S/M caps

Independent investment company specializing in transportation, with Canada-wide operations - 50 employees

- Tracked the value of small/mid caps in the aerospace sector

- Wrote research reports
 - Built and updated valuation and forecasting models for tracked companies
 - Conducted financial analysis and valuation of companies when going public
 - Promoted recommendations to investors
- ⇒ Qualities developed: independence, report writing and presentation abilities, decision-making skills

1989–1994 COMPANY C Quebec, QC
Financial analyst

- Collected and analyzed financial data
 - Evaluated the financial market outlook and financial status of the company
 - Developed financial forecasts
 - Produced and presented regular reports for decision-makers
 - Audited financial control processes
 - Prepared regulatory documents
 - Conducted financial monitoring of changes made to accounting standards and principles in order to assess the financial repercussions on the company
- ⇒ Qualities developed: proficiency in accounting and management techniques, ability to meet deadlines, organizational and analytical skills

Education

1984–1988 School XXXXX Montreal, QC
BA, Bachelor of Business Administration

Language and computer skills

- **French** and **English** – spoken and written
- DCI Débits Crédits, CGI, Kronos, System/38, Data 3, OPIS, Millenium, AP/PO, TXP, PC-IMPOTS, TAXPREP, PeopleSoft, Oracle, SAP, JD Edwards, BPCS, Microsoft Office