# Amir Khan

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FINANCIAL ANALYST

A highly trained professional with relevant experience in both Public and Private Enterprise, a track record of performance and the ability to interact and solve client problems. Proven skills in the following areas:

* Integrated Financial Information System (IFIS) – Oracle Financial System – All aspects of IFIS reporting modules and related system products, Hyperion SmartView and Essbase
* Proficient with Internet, database systems and operating systems, Microsoft Office (Excel, Word, PowerPoint, Access, Outlook), AccPac, Quick Books, PeopleSoft and knowledge of decision support tools
* Highly analytical thinker with demonstrated ability to scrutinize technical and financial data
* Strong organizational, and problem solving skills, detail-oriented with excellent communication skills
* Proactive self-starter with a record of initiative, ownership of work and a reputation for meeting tight deadlines

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| Professional Experience |  |

company A, city, ON 20XX – Present

Overview about the Company (size, scope)

### Financial Analyst

Overview about the role: mandate, general responsibilities

* Facilitated, monitored and moved significant number of prepaid assets from a manual environment to an automated platform resulting in stability, reliability, and streamlined reporting process
* Set up, maintained and reconciled prepaid assets through monthly journal entry amortization, reconciliation and reporting
* Provided monthly Management Operating Reporting (MOR) for Senior management through variance explanations within Enterprise Infrastructure
* Acted as designated requestor for Business Units within Enterprise Infrastructure through the Purchase Order (PO) process and cleared invoices for Accounts Payable (AP)
* Assisted Purchasing in setting up new vendors in Sun Life Financial Vendor of Record (VOR) issuing POs, resolving issues and training coworkers
* Set up, reorganized, and maintained Chart of Accounts for Enterprise Infrastructure, leading to a streamlined organization and reporting process

COMPANY B, CITY, ON 20XX –20XX

Overview about the Company (size, scope)

### Financial Analyst, Financial Planning and Analysis

Overview about the role: mandate, general responsibilities

* Supported financial decisions of the Corporate Services Division by ensuring that business unit expenditures were within the Annual Business Plan (ABP) thus preventing large variances
* Prepared monthly and periodic reporting, forecasting and planning activities for business units to help keep business units within their appropriations
* Provided explanations of significant monthly, year-to-date (YTD) budget variance explanations thus keeping internal clients informed and advised on how to proceed
* Reviewed all business cases and electronic requisition ensuring compliance with the ABP and procurement directive before approving expenditures
* Conducted monthly meetings with business unit heads, by providing up-to-date financial reports of their budget expenditures and discussed issues relating to headcount, forecasting and procurement to make informed decisions
* Supported preparation and reporting of project financials for Technology Services working in tandem with the Controller’s office on accruals, purchase orders, journals entries and related matters

COMPANY C, City, ON 20XX – 20XX

Overview about the Company (size, scope)

### Financial/Systems Analyst

Overview about the role: mandate, general responsibilities

* Provided forecast, variance explanations, budget planning cycle and analysis, financial reporting and reconciliation for program areas, ensured encumbrance compliance, reconciliation of expenditures while managing internal/external relationships to resolve various issues
* Participated in the preparation and completion of annual Public Accounts. Researched and prepared information requirements to complete all schedules and provided sound variance analysis. Prepared Volume 3 of Public Accounts using relevant technology. Reviewed and ensured accurate representation of information
* Led major projects including Certificate of Assurance for Public Accounts and Public Sector Salary Disclosure (PSSD), a process to make Ontario Public Sector accountable and transparent to taxpayers
* Acted as a Chart of Accounts Administrator. Assessed and prepared all Chart of Account requests including creating structural changes to Chart of Accounts to ensure subordinate coding supports fiscal reporting requirement and maintained records of cost centre codes
* Coordinated, reviewed and uploaded all journal entries including Management Board of Cabinet (MBC), and authorized budget journals and recoveries in a timely manner

### Senior Analyst

* Analyzed and verified budgeted amounts in Printed Estimates and Results-based Plans (RbP), as well as provided advice and analysis regarding performance measures and risk management
* Designed a template to capture crucial information in the quarterly reporting process while using Excel graphical tools to measure performance against forecast
* Prepared briefing notes for management on assigned portfolio and supported forecasting for Results-based Plan
* Provided creative analysis and advice to Senior Management in the overall context of the government’s fiscal strategy and policy priorities

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| Education & Professional Development |  |

### Canadian Securities Certificate 20XX

* Canadian Securities Institute, Toronto, ON

### Bachelor of Commerce Degree (Honours), Economics Minor 20XX

* University Name, City, ON

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| Volunteer Experience & Interests |  |

* Fundraising Volunteer – Canadian Cancer Society
* Basketball, Marathon Running, Kayaking