

Finance Resume

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SUMMARY: M.B.A in Finance with undergraduate degree in Accounting with two years of experience. Strengths in accounting, financial analysis and problem solving. Seeking accounting/ finance position.

EDUCATION:

Frank G. Zarb School of Business, Hofstra University

Hempstead, NY

M.B.A. in Finance, December 2004

- Honors thesis on "Estimation of Country Risk Premium in Emerging Markets"

University of Mumbai,

Mumbai, India

Master of Commerce with specialization in Management, July 2002

Narsee Monjee College of Commerce & Economics, University of Mumbai

Mumbai, India

Bachelor of Commerce with specialization in Accounting, July 2000

PROFESSIONAL EXPERIENCE:

State Bank of Long Island

Jericho, NY

Finance Associate Intern

June 2004 – Present

- Provide tactical support related to Sarbanes Oxley Section 404 compliance.
- Identify key financial reporting elements by mapping various general ledger accounts to various departments and activities.
- Identify, prepare and document process and transaction flows to identify key internal controls.
- Prepare and document evaluation and testing matrix to enable management to evaluate effectiveness of controls.
- Perform testing on key identified controls to measure effectiveness of controls.
- Prepare and appraise reconciliation statements and evaluate 10Q report prior to SEC submission.

Hofstra University, Frank G. Zarb School of Business

Hempstead, NY

Graduate Assistant for the Associate Dean

January 2003 – Present

- Conducted research and analyzed data on consumer behavior patterns to be published in reputed journals.
- Conducted research and evaluated performance of Long Island's Private industry since 1987 report to be published in 2006 by Hofstra Business Development Center.
- Evaluate and analyze course teacher ratings enabling management to evaluate faculty performance.
- Maintain course outline policy by examining and analyzing course outlines for 286 courses covering 110 faculty members.

The Gujarat Aluminum Stores

Mumbai, India

Assistant Financial Manager

October 2000 – July 2002

- Prepared budgets forecasted financial statements and cost reports, general ledger accounts.
- Initiated shift in working capital management policy which resulted in cost savings of 15%, exceeding forecasts of 5%.
- Estimated costs for company's expansion plans.
- Increased inventory turnover ratio by 5%, exceeding company forecasts by 3%.
- Initiated and implemented new credit policy which increased the average receivables ratio by 5%.

FINANCE PROJECTS:

- **Corporate Finance** (*Capital Budgeting*) Estimated cost of capital using the CAPM model and recommended investment and financing alternatives using Discounted Cash Flow Method on **Chemdrug** Corporation.
- **Futures** (*Derivatives Trading*) Virtual trading of Futures on **http://www.stocktrack.com** which involved investment strategy formulation based on fundamental analysis.
- **International Finance** (*International Portfolio Investments*) Analyzed and compared stock returns (Metals and Mining Industry) of three portfolio (U.S Domestic, Foreign, and Foreign/U.S Domestic). Concluded that the combined Foreign/U.S domestic portfolio resulted in higher return.

ACHEIVEMENTS/ OTHER SKILLS:

- Awarded M.B.A Scholarship (Hofstra University).
- Certified Member of Toastmasters International.
- Board Member Student Advisory Board.
- Selected Graduate Student Representative for Zarb School Curriculum Executive Committee.
- Asst. Director Journal of International Business and Law.
- Consultant Hofstra Business Consulting Group.
- Selected Tutor for Accounting and Finance.
- Coordinator Hofstra Investment Banking Assoc.
- Treasurer MBA/MS Association.

COMPUTER SKILLS: • Office XP (Ms Word, Excel, Power Point)

• Statistical SPSS

• Database MS Access

LANGUAGE SKILLS:

• Fluent –Hindi, Gujarati

• Basic - French