

Finance Manager CV – Example

CAREER DETAILS

Senior Finance Manager, Leading Global Services Company, Nov 2009-Date

Finance Manager Job Responsibilities

- Establish and maintain an effective working relationship with more than 20 customers through clear and concise communication of project status
- Ensure that changes in work scope and all identified project issues were properly documented
- Work closely with the estimation department to review RFPs and change order requests for the determination of material and labour requirements

Crane & Jenkins, Senior Director Jan 2008-Apr 2012

- Track project status and followed up to secure pending orders
- Support the outside sales team in terms of customer needs and project follow-up to generate future business prospects, resulting in client increase of 33% over two years
- Develop organisational communication tools to interface with the appropriate departments to provide services

Crane & Jenkins, Operations Manager – Trainee - Feb 2003-Dec 2007

- Develop tracking and evaluation systems for maintaining quality standards
- Address day-to-day project logistics including trade setup, location assignments and changes in schedules
- Coordinate the purchasing of supplies and/or equipment for the department, which caused a 78% increase in production due to updated equipment

EDUCATION/PROFESSIONAL QUALIFICATIONS DETAILS

- Bachelor's Degree, Central, Management/Business Law August 1998-August 2002
- Project Management Professional, Central (PMP) 1998-August 2002

LANGUAGES

- English fluent

IT SKILLS

- MS Office
- Prince 2

(Note: Please note that Cvs can differ significantly based on industry, experience, and company policies. The above figures are based on details taken from indeed.co.uk)