

**Name & Personal Details of clients are not included for Anonymity**

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(XXX) XXX-XXXX

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## **EXECUTIVE-LEVEL BUSINESS CONTROLLER**

**Financial Auditing • Financial Management • Business Operations  
Process Re-engineering • Process Automation**

### **CAREER ACCOMPLISHMENTS**

- **Spearheaded redesign and implementation** of improved P & L reporting processes, migrating from Excel to Access and resulting in decreased man-hours necessary to accomplish tasks, reduction in reporting inconsistencies, and increased speed of production for trading desk with more than \$5B in market capitalization. Achieved increased efficiency and improved financial strength.
- **Created and implemented** SAS loan approval database for loans in excess of \$1.5M. Standardization and centralization of processes led to significant decrease in number and amount of outstanding loans, as well as increased bottom-line profitability. **Played key role** in identification and mapping of all cost centers, on regional and global levels, in support of Deutsche Bank / Bankers Trust merger.

### **QUALIFICATION HIGHLIGHTS**

- **Goal - and detail-oriented** with more than 5 years' experience in world-class, finance banking environment, producing daily P & L statements, month-end pricing, month-end close process, dealing with internal and external audit, interfacing with top management and trading desk personnel to achieve required and stated goals.
- **Automate desk top procedures** using Excel or Access macros.

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|-------------------------------------|---------------------------------------|
| • Strategic Analysis                | • Budget Development / Administration |
| • Business Relations                | • P & L Reconciliation                |
| • Internal/External Audit Processes | • Process Engineering                 |
| • Change Management                 | • Team / Personnel Management         |
| • Quantitative Analysis             | • Procedure Automation                |
| • Technical Problem Resolution      | • Project Administration              |

### **PROFESSIONAL EXPERIENCE**

**Assistant Vice President/ Business Area Controller - XYZ CITY BANK** 2011 - Present

- Direct all activities related to Business Controls, in assigned area, manage process automation, cost controls, budgeting, and other financial activities.

- Support trading desk by preparing daily P & L and reconciling any differences with front-end system information.
- Identify issues between front-end and back-end systems, research problems, and communicate with appropriate areas for correction.
- Calculate and explain P & L attribution and sensitivity measures using Greeks, and compute and explain buy and hold P & L.
- Close books at the end of month and prepare income, inventory, and balance sheet reconciliation.
- Assist in month-end pricing of trading desk's portfolio.
- Interface with Risk Control and provide necessary reports to ensure adherence to Bank's risk policy requirements.
- Consult with Internal and External audit personnel to review Controlling procedures and implement any resulting audit points.

**Assistant Vice President, Business Area Controller** 2008 - 20011  
Emerging Mkt., Fixed Income, OTC Derivatives, Operations Management & CRM IT Support

- Developed Project-based budgets for IT support.
- Collected Master Data, Settlement Rules, and Time Tracking information to enable implementation of SAP Project System (newly rolled out in New York).
- Maintained and updated allocation methodologies and compute adjustments resulting from changes for implementation.
- Developed, generated, and distributed monthly P & L reports, including project status information and allocation to project managers and project beneficiaries.
- Maintained the General Ledger for IT support areas above including month-end closing.
- Provided ad hoc management accounting information, including monthly forecasts of fully loaded cost of the IT support areas above and allocations to the business lines.

**Associate, Business Area Controller** 2006 - 2008  
(All Operations Support)

- Formulated forecasts and operating budgets (\$150M) for all Operations Cost Centers.
- Maintained the General Ledger for Operations including month-end book close and re-class of accounting entries to appropriate lines using SAP and Computron programs.
- Analyzed and explained Operation's allocations to the front office and indirect costs (allocations into Operations) to the Operations Managers

Board Staffing Services, Inc 2005 - 2006  
**Consulting Financial Analyst**

Pace University 2003 - 2004  
**Graduate Research Assistant: Department of Economics and Finance**

Bombay Bank England Ltd 1998 - 2002  
**Budget Analyst**

## **EDUCATION, CERTIFICATION & TRAINING**

**M.B.A., Financial Management** - Lubin School of Business 1998  
GPA: 3.88

**B.A., Statistics and Mathematics** - University Of Ghana 1996  
GPA: 3.90

## **MEMBERSHIPS & AFFILIATIONS**

- Omicron Delta Epsilon - International Honor Society in Economics
- Beta Gamma Sigma - National Honor Society in Business
- Outstanding MBA Student - Profiled in Pace University brochure for 1997/1998
- Student member of North American Chapter of Chartered Accountants of England

## **TECHNOLOGY SKILLS**

- Bloomberg Professional, SAP FI/CO, Computron, Microsoft Word, Excel & Excel Macros, Access & Access Macros, PowerPoint, Hyperion EssBase, and the Internet for financial research