

I'm not robot!



**ROBERT SMITH**  
**HR Supervisor/Specialist**

Phone: (812) 456-789 | Email: info@robertsmith.com | Website: robertsmith.com

**SUMMARY**

To attain a position in Human Resources which will allow me to apply business experience and education to assist a company in the accomplishment of its goals.

**CORE COMPETENCIES**

Human Resources, Reporting, Supervising, Employee Engagement, Analytics.

**PROFESSIONAL EXPERIENCE**

**HR Supervisor/Specialist**

**ABC Corporation - July 2015 - February 2018**

- Key Deliverables:**
- Accurately maintain employee records including onboarding data, employment adjustments, and exit data for multi-location entities.
  - Responsible for ensuring active license documentation and obtaining proper license documentation when needed for multi-location entities.
  - Tasked with problem analysis and resolution as it pertains to the areas of job responsibility.
  - Participates in provided training programs as applicable.
  - Performs responsibilities that contribute towards meeting or exceeding team and sector goals.
  - Running and providing reports to site personnel and partnering with management and site personnel to provide optimal HR support.
  - Overview of Employee Relations Agency: Recruiting functions for all facilities and operations in the Western US, in alignment with the company's strategy and business plan.

**HR Supervisor**

**ABC Corporation - 2014 - 2015**

- Key Deliverables:**
- Designed and implemented employee technical development program including leading a Katam team.
  - Worked with HR team to address employee engagement issues including concerns with overtime, FMLA leave, communication, compensation, benefits administration and enrollment diversity and work life balance.
  - Redefined applicant selection process and on-boarding for new employees.
  - Created database to be able to react to EEOC inquiries 50% more quickly.
  - Created and implemented a new hire orientation program.
  - Organized and administered temporary voluntary layoff.
  - Served as primary recruiter for the facility.

2209 Oak Street, Old Forge, New York, 13420  
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**Laura Smith**

FRONT OF HOUSE RECEPTIONIST

**Details**

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3056478349  
info@woodymedia.nl

**DRIVING LICENSE**

Full

**PLACE OF BIRTH**

San Antonio

**Links**

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**Skills**

Computer Skills

Interpersonal Communication

Office Management

Switchboard

Diary Management

**Languages**

English

Japanese

Dutch

**Hobbies**

Hiking, Gymnastics, Drama

**Profile**

Enthusiastic and resourceful Front of House Receptionist with 2+ years of work tenure at a corporate hotel and conference center. Skilled at facilitating volumes of check-ins, approximately 35 per day. Proficient in Amadeus and holds a CGSP Certified Visitor Services Professional accreditation.

**Employment History**

**Front of House Receptionist, Teh Medical Group, Seattle**

JANUARY 2020 - JANUARY 2021

Main function is to ensure the proper company employee is notified of visitor arrival and keeps a list of daily hospital visitors and notifies building security of future arrivals in a large medical facility.

- Notifies nursing staff of patient arrivals and organizes charts in the order of appointments.
- Prepares correspondence, forms, memos, and other typing related task as requested by supervisors.
- Issues receipts when necessary.
- Registers all new patients into the system.
- Prepares and organizes new patient charts.
- Greets patients and visitors that enter the clinic in a friendly, courteous, and professional manner.
- Collects co-pays, deductible, and other pocket amounts at the time of visit.

**Front of House Receptionist, RAD Office Complex, Indian Trail**

JANUARY 2017 - DECEMBER 2020

Serves as the main point of contact in the building for both visitors and employees and monitors all entrances of the building to ensure only authorized personnel enter.

- Performs routine administrative work assisting the Call Center.
- Assists with project-based administrative tasks such as collating material, processing expenses, and presentation assistance.
- Deals with customer complaints effectively and courteously, providing or seeking solutions in the best way possible.
- Assists other departments by maintaining spreadsheets and databases as directed by the Office Manager.
- Assists the Office Administrator in issuing work orders for building and office security, parking, and maintenance issues.
- Ensures all safety precautions are followed while performing work.

**Education**

**Certificate in Luxury Hotel Management, American Tourism Training Institute, Orlando**

JANUARY 2021 - JANUARY 2021

**Certified Visitor Service Professional (CGSP), AHLEI, Richmond**

JANUARY 2021 - JANUARY 2021

**American Hotel & Lodging Association, HLA Member, Lincoln**

MAY 2018 - DECEMBER 2019

**Bachelor's Degree in Hospitality Management, Saint Martin's College, Lacey**

JANUARY 2014 - AUGUST 2018



# The ABC of FINANCIAL MANAGEMENT

An introduction to  
financial management and analysis

SECOND EDITION



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eBook

## ROBERT SMITH

Junior Data Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Over 2 years of experience in database operations Advanced understanding of MySQL query composition and database manipulation. Proficient in database administration. Experience with NetSuite: a cloud-based business software service platform to manage accounting, customer relations, and inventory. Extensive knowledge of CDMA and GSM wireless networks in both an administrative and technical capacity.

### CORE COMPETENCIES

Microsoft Office, Labview, C++, C, Assembly language, VHDL, Soldering, Mercurial SCM, SCPI, Sampling Oscilloscope, FreeRTOS, SPI, USB type C, Thunderbolt, PLC, Chinese, Japanese.

### PROFESSIONAL EXPERIENCE

#### Junior Data Analyst

ABC Corporation - August 2011 – July 2011

#### Key Deliverables:

- Investigated competitors through SEO metrics, price comparisons of products, and operational resources Manually added product listings to the e-commerce site where automation was not an option Assisted with general office projects including graphic design, excel training, and product research.
- Optimized and fixed outdated or poorly coded MySQL queries for others.
- Interpreted data, analyzed results, and provided ongoing reports.
- Created custom reports in Salesforce.
- Managed large amounts of confidential and sensitive data.
- Verified accuracy of existing data in Salesforce and correct any discrepancies.
- Collaborated with team members to identify recommendations for process improvements.

#### Junior Data Analyst

Delta Corporation - 2006 – 2011

#### Key Deliverables:

- Predictive Modelling - Ford Challenge Built model to predict binary response on dataset with 28variables Data cleaning, data visualization, detection.
- Help data team lead in creation of Edr Check specification, eCRF completion guidelines, UAT plan and Data Handling plan Protocol understanding and.
- Achieve and adhere to the number of terms processed per day/month.
- To ensure an error free, quality data with no answered queries.
- To coach the new trainees in MedDRA and Drug dictionary.
- Created charts and graphs using BI tools, Weblocus, Pentaho Designed and created data process flow using Visio to depict a transaction lifestyle of.
- Specializes in accurately inputting client and member information in company database systems.

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Unit-I Book-Keeping and Accounting – Financial Accounting – Concepts and Conventions – Double Entry System – Preparation of Journal, Ledger and Trial Balance – Preparation of Final Accounts – Trading, Profit and Loss Account and Balance Sheet With Adjustment Entries, Simple Problems Only – Capital and Revenue Expenditure and Receipts. Unit-II Depreciation – Causes – Methods of Calculating Depreciation – Straight Line Method, Diminishing Balance Method and Annuity Method – Ratio Analysis – Uses and Limitations – Classification of Ratios – Liquidity, Profitability, Financial and Turnover Ratios – Simple Problems Only. Unit-III Funds Flow Analysis – Funds From Operation, Sources and Uses of Funds, Preparation of Schedule of Changes In Working Capital and Funds Flow Statements – Uses And Limitations – Cash Flow Analysis – Cash From Operation – Preparation of Cash Flow Statement – Uses and Limitations – Distinction Between Funds Flow and Cash Flow – Only Simple Problems. Unit-IV Marginal Costing – Marginal Cost and Marginal Costing – Importance – Break-Even Analysis – Cost Volume Profit Relationship – Application of Marginal Costing Techniques, Fixing Selling Price, Make or Buy, Accepting a Foreign Order, Deciding Sales Mix. Unit-V Cost Accounting – Elements of Cost – Types of Costs – Preparation of Cost Sheet – Standard Costing – Variance Analysis – Material Variances – Labour Variances – Simple Problems Related to Material And Labour Variances Only. Accounting for Managers PDF Auditing PDF (How to download) Auditing Notes Download Auditing Book Download Auditing Syllabus Download Auditing Question Paper Download Auditing Questions and Answers Download Accounting for Managers Notes Accounting is the art of recording, classifying and summarizing, in a significant manner and in terms of money, transactions and events which are, in part at least, of a financial character and interpreting the results thereof. Accounting for Managers Questions and Answers Some of the accounting for managers questions and answers are mentioned below. You can download the QnA in accounting for managers and services pdf form. What is Marginal costing? Discuss the advantages and limitations of marginal costing. Users of accounting information system. Liquidity ratios and their significance in ratio analysis. Importance of human resource accounting. Variance Analysis and Zero base budgeting explain. What is the role of accountant in any organization? What are the limitations of financial accounting? How fund flow statement differ from cash flow statement? Define variance. Define life cycle costing. What do you mean by tally software package? Accounting for Managers Question Paper If you have already studied the accounting for managers and services notes, then it's time to move ahead and go through previous year accounting for managers and services question papers. 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Tell us what you think about our post on Business Policy | PDF, Book, Syllabus | BBA/BCOM [2021] in the comments section, and Share this post with your friends. report this ad 12 December 2019 12 December 2019 1 January 2020 23 March 2021 12 December 2019 17 December 2019 Full PDF Package Download Full PDF Package This Paper A short summary of this paper 8 Full PDFs related to this paper Download PDF Pack Hey Guys, welcome to Dynamic Tutorials and Services In the post I have given a brief introduction of Management Accounting and Financial Accounting. These notes are useful for the students of B.Com, BBA and MBA of various universities. For more notes visit our website regularly. Table of Contents 1. Meaning and Limitations of Financial Accounting 2. Meaning and Definitions of Management Accounting 3. Characteristics or Nature of Management Accounting 4. Objectives of Management Accounting 5. Scope of Management Accounting 6. Functions of Management Accounting 7. Advantages and Limitations of Management Accounting 8. Difference between Cost Accounting and Management Accounting 9. Difference between Financial Accounting and Management Accounting 10. Tools and Techniques used in Management Accounting 11. Management Accountant and Its Role – Functions & Duties 12. Steps in Installation of Management Accounting System 13. Essentials for Success of Management Accounting System Meaning of Financial Accounting Financial accounting may be defined as the science and art of recording and classifying business transactions and preparing summaries of the same for determining year-end profit or loss and the financial position of the concern. It is that part of accounting which is employed to communicate the financial information of a business unit. The object of financial accounting is to find out the profitability and to provide information about the financial position of the concern. The financial accounting is mainly concerned with the preparation of final accounts, i.e. Profit and Loss Account and Balance sheet. The business has become so complex that mere final accounts information is not sufficient in meeting informational needs. The management needs information for planning, controlling and coordinating business activities. It is because of the limitations of financial accounting that cost accounting and management accounting have developed. Some of the limitations of financial accounting are discussed as follows: 1. Historical Nature. Financial accounting is historical in nature in the sense that it is a record of all those transactions which have taken place in the business during a particular period of time. The impact of future uncertainties has no place in financial accounting. As management needs information for future planning, financial accounting can only give information about what has happened and not about what will happen. 2. Provides Information about the Concern as a Whole. In financial accounting, information is recorded for the whole concern. The information is not recorded product – wise, process – wise, department – wise or any other line of activity. It is essential to record information activity – wise so as to be helpful for cost determination and cost control purposes. 3. Not helpful in Price Fixation. Financial accounting is not helpful in fixing prices of products. The cost of a product can be obtained only when all expenses have been incurred. It is not possible to determine the price in advance. The concern may be required to quote a price for the supply of goods in the near future (for submitting tenders, etc.) Financial accounting cannot supply all these information, so it is not helpful in price determination. 4. Cost Control Not Possible. Cost control is not possible in financial accounting. The cost figures are known only at the end of a financial period. When the cost has already been incurred then nothing can be done to control it. There is no technique in financial accounting which can help to ascertain whether the cost is more or less. 5. Appraisal of Policies Not Possible. It is not possible to evaluate various policies and programme in financial accounting. There is no technique for comparing actual performance with budgeted targets. Whether the work is going on as per schedule or not, cannot be determined. 6. Only Actual Costs Recorded. Financial accounting records only actual cost figures. The amount paid for purchasing materials, property or other assets is recorded in account books. The prices of goods and assets go on varying from time to time. The present prices of assets may be absolutely different from the recorded costs. Financial accounts do not record price level changes. 7. Not Helpful in Taking Strategic Decisions. Management is to take strategic decisions like replacement of labour by machinery, introduction of a new product, discontinuation of an existing line of production, expansion of capacity, etc. Financial accounts cannot provide necessary information for taking important decisions because information is recorded for the whole concern and it is available only when the event has taken place. 8. Technical Subject. Financial accounting is a technical subject. The recording of transactions and making their use requires knowledge of accounting principles and conventions. A person who is not aware with accounting subject has little utility of financial accounts. 9. Quantitative Information. Financial accounting records only that information which can be quantitatively measured. Anything which cannot be quantitatively measured will not form a part of financial accounting even though it is important for the business. 10. Lack of uniformity in Accounting Principles. Accounts differ on the use of accounting principles. There is lack of uniformity in accounting principles and procedures. The methods of valuing inventory and methods of charging depreciation may be different from firm to firm. The use of different accounting methods reduces the usefulness and



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