

# Business administration in finance - resume cv example

[Business](#)



## **Business Administration in Finance**

### Projects

“ GM Audit Report 2011,” Principles of Accounting 2012

Collaborated in a team to analyze GM’s income statement and past accounting errors

Presented recommendations for GM’s 2012 tax schedule including error resolutions

“ Senior Accounting Project,” Managerial Accounting 2013

Maintaining the petty cash account and account and completed daily accounting operations for Kitsen Cakes

Developed a cash flow and budget plan for Kitsen Cakes’ 5-year business plan

### EXPERIENCE

Dubai International Financial Centre Companies in Dubai

Sales Representative Intern

Submitted orders by referring to the correct price lists and product literature

Recommended changes in products and the company’s policies for competitive development

Provided historical records by maintaining records of the market and customer sales

Contributed to team work through accomplishing the assignments assigned to me

Serviced the accounts that already existed, obtained orders and established new accounts by identifying potential sales outlets

Listened to customers and provided equitable solutions

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## ASSETS

Computer Skills

Microsoft office proficiency

Proficient in SAS and STAT

Languages

English: fluent

Kiswahili: intermediate

Arabic: Native

## MEMBERSHIPS

Treasurer for the University Students' Council January 2014 to present

Received and disbursed money properly

Kept an accurate record of all the money that is received and disbursed

Kept all the receipts, canceled cheques and bank statements among other records for audit

Assistant treasurer Rotaract Club Jumeirah Dubai February 2010 to February 2013

Prepared annual club's budget

Collected funds and deposited in the club's account

Kept records of all transactions

Prepared monthly financial documents and reports

2) The report

Contact details

Name: Mr. Upel Gamage

Cell phone:

Email:

Company name:

Current position:

Date of interview:

Time of the interview:

Place of the interview:

Reflection

Interviewing Mr. Upel Gamage, the branch operations manager of Emirates NBD Bank was a good experience for me. I learned that while still undertaking degree programs at school, one was required to get in touch with the real world situations of employment, by undertaking attachment programs in various corporations relating to the course being pursued. This exposed someone to information that helped him or she makes informed decisions on the right profession and careers to choose. In my case, interviewing Mr. Upel Gamage in a bank helped me realize that specializing in finance would help me get a job in any industry involving Business Administration. I learned that my career not only involved working in financial sectors such as banks but also in the corporate world.

Responses of the interviewee

When I asked the interviewee about business administration, he said that it is made up of three levels. The first one is the top level management made up of the board of directors and the CEO. The second one is the middle-level management made up of branch managers, junior executives, and departmental heads. The third one is the lower level management that is made up of supervisors and foremen. However, the opinion of the interviewee on the business administration in the corporate world was that it

kept on changing. Therefore, any person in the three management levels had to be dynamic and creative. When I inquired about what exactly employers look for in a fresh graduate, Mr. Upel Gamage said that a graduate should have good management skills. Upon being put for probation as cashiers, employers identify rational and critical thinkers in terms of management and separate them from the rest. When I asked him about what I can do to make myself more marketable in the corporate world, he said that I needed to have the world under my feet by having as much information, dynamism and creativity as possible apart from undertaking my course subject. Therefore, getting the attachment in various corporations was of paramount importance in obtaining information and experience. The most outstanding challenges of the profession were the fact that one had to perform because success was measured by statistics.

### 3) Thank you message

Dear Mr. Gamage,

I would like to register my sincere gratitude to you for accepting my interview. The brief interview I had with you has brought a total turnaround in my life because it has acted as an eye opener in my career life. I truly appreciate the fact that you spared some time off your busy schedule and you gave me priceless guidance. Just as you told me during the interview that information is power, I feel more energized. I am convinced that I am moving in the right direction owing to my background and skills.

I believe that the information you gave will help me make great advancements in my profession and career. I now have a belief that I can achieve my goals.

I look forward to meeting with you and learn more from you. Thank you for your time, wisdom and information.

Sincerely,