**YOUR NAME**

Full Address: xxxxxxxxxxxxxxxxxxxxx

Email: xxxxxxxxxxxxx, Mobile: xxxxxxxx, Tel: xxxxxxxxxxxxx

LinkedIn: xxxxxxxxxxxxxxxx

**Profile Summary**

A highly motivated and results driven individual with a logical and precise approach to achieving tasks and an aptitude for identifying process improvements and cost reduction opportunities. A highly organized goal achiever with excellent multi-tasking skills and ability to work well independently and in a team environment.

System Skills:

* Advanced Microsoft Office Suite skills
* Banking systems: JP Morgan Access, HSBC Net, SWIFT and RBS Marketplace (FX)
* Experience of Quantum TMS and Bloomberg

**Career History**

**FTSE 100 Company June 2018 – Present**

**Senior Treasury Analyst**

* Preparing analysis of group FX P&L and Net Debt reports on a monthly basis for senior management including a quarterly CFO report
* Processing FX transactions across 25 different currencies every month, achieving an average STP Rate of 97% since joining
* Reducing intercompany trade overdue balances in foreign currencies by 75% ultimately reducing group FX exposure by USD$150 million
* Assisting in the maintenance of the company’s bank accounts, including opening, closing and signor changes
* Tracking counterparty credit risk exposures on a monthly basis
* Performing daily cash management functions such as banking reconciliations, balance reporting and fund transfers
* Assisting with the TMS system implementation, software upgrades and introducing new streamlined processes for daily tasks and activities

**Financial Services Company May 2016 – May 2018**

**Treasury Analyst**

* Processed negative rate trades in relation to current market rates either lending or receiving funds
* Ensured all manual trades were processed in a timely manner
* Managed all processes of the Treasury Information System (TIS), including debt obligations, cash management, account reconciliation, regulatory reporting, and intercompany transactions
* Provided thorough analysis of FX exposure risk to ensure viability for best hedging tools while elevating operational efficiency during economic crisis
* Improved overall operating results after reviewing accounts payable policies and procedures
* Developed and maintained good working relationships with internal departments to ensure processes were followed to a high standard

**Investment Management Firm Oct 2013 – Apr 2016**

**Cash Analyst**

* Daily reconciliation of onshore and offshore bank accounts in 11 different currencies
* Booking and processing daily FX trades
* Processed settlement payments daily for onshore/offshore clients via various banking systems
* Managed both direct debit and standing order processes
* Organised project tasks to keep in line of any institutional changes or service requirements

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**Education**

**N/A University (2010-2013):**

Economics BSc in Economics with Honors, Grade Achieved: 2.1

**Grammar School (2009):**

A Levels completed: Math’s (A), Economics (B) and Geography (B)