

MICHAEL ANDERSON

Back Office Analyst

- San Francisco, CA
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Dedicated Back Office Analyst with a strong emphasis on data quality and operational excellence. Expertise in utilizing analytical techniques to enhance financial reporting and compliance. Proven ability to identify inefficiencies within processes and implement solutions that streamline operations. Strong communicator who excels in collaborative environments, working effectively with various stakeholders to achieve common goals.

WORK EXPERIENCE

Back Office Analyst | Capital Investment Group

Jan 2022 – Present

- Conducted thorough reviews of financial documents for accuracy.
- Implemented new data validation processes that improved reporting accuracy.
- Collaborated with cross-functional teams to enhance operational workflows.
- Assisted in the preparation of financial statements for audits.
- Monitored compliance with internal and external regulations.
- Facilitated training on new software applications for team members.

Back Office Operations Trainee | Regional Savings Bank

Jul 2019 – Dec 2021

- Supported daily back office operations through data entry and processing.
- Assisted in preparing reports for management review.
- Maintained organized records for all transactions.
- Engaged in cross-training initiatives to enhance skill sets.
- Participated in team meetings to discuss process improvements.
- Provided assistance to senior analysts in various projects.

SKILLS

Data Quality

Financial Reporting

Compliance

Process Improvement

Team Collaboration

Attention to Detail

EDUCATION

Bachelor of Science in Business Management - New York University

2015 – 2019

2020

ACHIEVEMENTS

- Improved data accuracy by 15% through enhanced validation processes.
- Recognized for contributing to a successful audit with no discrepancies.
- Received commendation for exceptional teamwork on cross-functional projects.

LANGUAGES

English

Spanish

French