

# SUMEET M JAIN

Mobile: +91-998-666-7087

Email: [sumeet.m1990@gmail.com](mailto:sumeet.m1990@gmail.com) LinkedIn: [sumeetm1990](https://www.linkedin.com/in/sumeetm1990)

## COVER LETTER

I am a highly organized and self-driven individual, passionate about developing my career in the field of Finance. Possessing more than 10 years of experience of working in diverse financial positions with multiple organizations, I have gained an extensive insight within this field.

My key competencies include, but are not limited to maintaining financial records, financial reporting and variance analysis in GL Accounting, Financial analysis & reporting, Balance Sheet & Bank Reconciliation and variance analysis. Proactive in driving initiatives for improvement & solving problems.

As a Finance Professional, I have displayed an ability to drive out inefficiencies through process improvement and assist in the maintenance and development of financial systems and procedures. Furthermore, I have successfully accomplished the accounting project & stabilized it individually.

I am known for enhancing overall performance through technology upgrades, advanced employee training, and implementation of best practices , Also play a key role in refining models and reports that support forecast and budget processes. By “owning the data,” I am able to drive visibility into my employers’ revenue, expenses and functional operations and guide better decision-making

I have been an active team player in conducting team building activities among the team as well as the entire department. My hobbies includes of watching movies and I am a fitness freak with clearing 1st level of martial arts form of Kalari

I am a Finance Professional armed with the vision and confidence that I will prove valuable to the company and respectfully submit my resume for your review.

After reviewing my resume, I hope you will agree that I am the type of positive driven candidate that you are looking for. I am excited to elaborate on how my proven skills and abilities will benefit the organization

Thank You

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