

Phoenix Khan

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123 Main St, Dallas, TX 75201

SUMMARY

Passionate finance professional with over two years' experience. Thrives in collaborative environments, supporting various finance functions and Accounts Payable departments. Assisted Senior Analysts in tracking performance regarding Maintenance Capital expenses and variances. Efficiently researched outstanding items to ensure timely resolutions. Eager to apply skills at Dynamic Financial Solutions, contributing positively and driving optimal financial management.

EDUCATION

Bachelor's Degree in Finance

2023

University of Texas at Austin GPA: 3.6

Austin, TX

Coursework: Financial Management, Cost Analysis, Accounting Principles, Business Statistics

TECHNICAL SKILLS

- **Financial Software:** QuickBooks, SAP, Oracle
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets
- **Data Visualization:** Tableau, Power BI
- **Project Management Tools:** Asana, Trello, Jira
- **Financial Modelling:** Discounted Cash Flow, Scenario Analysis
- **Accounting Technologies:** NetSuite, Microsoft Dynamics
- **Statistical Analysis:** R, Python
- **Communication Tools:** Slack, Microsoft Teams
- **CRM Software:** Salesforce, HubSpot
- **Presentation Software:** Microsoft PowerPoint, Google Slides

SKILLS

- Financial Analysis
- Forecasting & Budgeting
- Accounts Payable Management
- Data Analysis
- Financial Reporting
- Variance Analysis
- Cash Flow Management
- Problem Solving
- Team Collaboration
- Business Proficiency
- Performance Tracking
- Clear Communication
- Microsoft Excel
- Financial Modeling
- Research Skills
- Decision Making

EXPERIENCE

Finance Intern

June 2025 - Present

Dynamic Financial Solutions

Wausau, WI

Focused on supporting the Accounts Payable department through diligent research and analysis. Guided by a Senior Analyst, tracked financial performance indicators while assisting in detailed variance analysis.

- Executed thorough research on outstanding financial items, reducing resolution times considerably.
- Actively collaborated with team members to create profiles aimed at identifying future financial opportunities within the firm.
- Provided consistent support to Senior Analysts, enhancing forecasting accuracy and financial reporting quality.
- Enhanced departmental processes through innovative problem-solving and teamwork.

Junior Financial Analyst

January 2024 - May 2025

Valiant Finance Group

Austin, TX

Engaged in multifaceted financial analysis tasks while focusing predominantly on modeling and forecasting. Developed actionable insights adhering to management's needs for report preparation.

- Orchestrated complex financial models to drive strategic decision-making initiatives.
- Analyzed vast data sets to extract relevant information and prepared comprehensive reporting documents for management.
- Participated in preparing monthly financial statements and detailed variance reports to assess fiscal health.
- Collaborated across teams, fostering an environment conducive to open communication and feedback.

LEADERSHIP & AWARDS

- Recognition for Outstanding Contribution to Team Excellence in 2025.
- Awarded Best Performer's Award for Detailed Financial Reporting in 2024.

CERTIFICATIONS

- Certified Financial Analyst (CFA) Level I 📅 2025
- Financial Modeling & Valuation Analyst (FMVA) 📅 2026

PROFESSIONAL AFFILIATIONS

- Member of the Finance Club at University of Texas at Austin.
- Active participant in Campus Financial Literacy Programs.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST