

# Phoenix Khan

## Finance & FP&A Analyst Intern

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123 Main St, Dallas, TX 75201

### STRENGTHS

- Analytical Thinking**  
Strong analytical skills; known for solving complex problems through thoughtful evaluation and pertinent data interpretation.
- Collaboration**  
Team player who thrives in cross-functional environments; peers often sought input for challenging projects due to trust in expertise.
- Attention to Detail**  
Recognized for thoroughness in account reconciliations; consistently produces accurate financial documents that reduce revisions.
- Adaptability**  
Successfully adjusted to dynamic challenges; quickly respond to unexpected inquiries or adjustments needed in forecasting.
- Proactive Problem Solving**  
Initiative taken in researching discrepancies pressing deadlines; results often enhance efficiencies across multiple teams within projects.

### 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

### 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

University of Texas at Austin 🎓 GPA: 3.6 📅 2023 📍 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

### EXPERIENCE

#### Finance Intern

Dynamic Financial Solutions 📅 June 2025 - Present 📍 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

Valiant Finance Group 📅 January 2024 - May 2025 📍 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.

Microsoft Excel Financial Modeling

Research Skills Decision Making

## LANGUAGES

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English Native

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Spanish Intermediate

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## MY CAREER

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● Finance Intern at Dynamic Financial Solutions (1 Years)

● Junior Financial Analyst at Valiant Finance Group (1.3 Years)

## LEADERSHIP & AWARDS

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

## CERTIFICATIONS

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

## PROFESSIONAL AFFILIATIONS

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

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST