[First Last]

Financial Planning and Analysis

[City] | [Phone] | [Email] | [LinkedIn]

EXPERIENCE

[Company] · Junior FP&A Analyst
[City] | [Month year] - [Month year]

- Compared actual spending with budget for [scope] and explained key variances at month-end review.
- Updated the [period] forecast using assumptions provided by operating teams.
- Checked dashboard figures for consistency before sharing the report with [audience].

[Company or organization] · [Role]
[City] | [Month year] - [Month year]

- Consolidated [sources] into a tracker and documented the steps needed to refresh it.

EDUCATION

[School or university]
[Degree in finance or management accounting] | [City] | [Year]

- Relevant coursework: budgeting, management accounting and data analysis.

FORECASTING PROJECT

[Project name]
[Month year]

- Built a budget with multiple scenarios and presented the effect of key assumptions on [metric].

SKILLS AND LANGUAGES

Excel: [functions used] | [ERP or BI tool used] | English: [proficiency]