Michael J. Zuberi

123 Center Street • Plano, TX 75025

michaeljzuberi@plantexinsco.com • 555.555.0178

Summary of Qualifications

Goal-oriented Controller with extensive track record in analysis of financial reports. Skillful and supportive leader of financial management teams.

* Demonstrated capacity to provide comprehensive account management and forecasting.
* Experienced in cash management, budgeting and cost reductions.
* Adept at integrating technology to achieve objectives.
* Highly focused and results-oriented.

Professional Experience

PlanTexCo Insurance Corporation – Dallas, Texas 2005 to Present

Controller

Directed financial management functions, including financial forecasts, financial statements and general accounting functions.

* Recommended and administered technology implementation that reduced operating expenses 25%.
* Restructured financial reporting processes for improved efficiency.

Ridgemont Research – Richardson, Texas 2002 to 2005

Financial Analyst

Prepared monthly financial statements and account reconciliations. Worked with controller to ensure accuracy of financial information.

* Saved the company more than $30,000 in the first year by identifying inaccurate payments.
* Carried out internal audits.
* Named employee of the year in 2004.

Lonnco, Ltd – Plano, Texas 1998 to 2002

Staff Accountant

Prepared financial statements and performed general ledger functions.

* Increased productivity by implementing electronic reporting procedures.
* Demonstrated strong analytical and problem-solving skills.

Education

Bachelor of Science, Finance (1997)

Central Texas University – Fort Worth, Texas