

**BRIAN FONCECA**

Sample address  
sample



1234 5678  
sample@sample.com

**EXECUTIVE BUSINESS MANAGER**

Strategic Planning | Change Management | Process Re-engineering

Disciplined, highly motivated and qualified professional with solid grounding in general accounting/auditing principles within the public and private sectors. Strong business concepts, seek challenge and achievement; pursuing strategies for process improvement and efficiency. Recognition for extensive history of achievements demonstrates unparalleled motivation and dedication to achieving outstanding results in cost reduction, revenue enhancement and process improvement strategies.

**VALUE OFFERED**

- Accounting and Auditing Processes
- Client Management / Customer Service
- Reports Analysis / Cost Control
- Month End & Balance Sheet
- Executive Engagement
- Team Leadership and Building / Training
- Process Re-engineering
- Comprehensive report and budget preparation

**BENCHMARKS AND MILESTONES**

- Acted in numerous Managerial positions on a consistent and recurrent basis including Client Manager, Manager Customer Services and Manager Warrant team
- Prepared submission proposing new more streamlined EFTPOS payment facility for processing batch payments increasing productivity accepted and implemented by management and staff
- Drew upon substantial knowledge and experience to author an in house reference manual allowed offices to provide rapid accurate answers to customers and facilitate adjustments and payments for reconciliation prior to audit, resulting in more reliable and predictable financial data

