**PROFESSIONAL QUALIFICATIONS**

* Financial planning and analysis specialist with 5+ years’ experience providing financial reporting, analysis, and forecasting as well as budget development in diverse settings.
* Solid knowledge of accounting standards, financial management and data analytics, modeling business scenarios, and tracking performance metrics, developing financial analysis reports, and communicating analytical findings.
* Designed collections tracker for clinic procedures and eliminated payment delays; initiated and implemented a database system (using ACCESS) for monitoring grants; created a template for closing out major field projects.
* Adept with enterprise resources planning tools (Advanced Excel - Pivot tables, VLOOKUP, , TM 1 financial planning tool, Deltek Costpoint for government contractors, Oracle business financials, Tidemark budgeting).

**RELEVANT EXPERIENCES**

Stanford University, [Ophthalmology Department](http://med.stanford.edu/ophthalmology.html) Palo Alto, CA

**Financial Analyst,** **August 2019-present**

Ophthalmology Department aims at prevention & treatment of vision loss through patient care, research, & training.

* **Key performance indicators (KPIs):** Prepared and delivered PowerPoint presentations to senior leadership and identify and explain key performance indicators and provide variance analysis.
* **Compensation forecasting and modeling:** Quarterly calculate compensation for academic physiciansand ensure timely payment in compliance with department policy and contract terms.
* **Financial reports verification:** Compiled and meticulously reviewed monthly financial reports from different sources to ensure accuracy and completeness of reports.
* **Financial business partnership:** Establish strong business partnerships with the Ophthalmic clinical operations team to provide comprehensive financial support and ongoing analytics for clinical spend. Worked with interdepartmental teams to provide ad-hoc analysis, answer queries and escalate any issues with revenue and expense.
* **Operational improvement:** Designed user-friendly tracker as well as estimate form for oculoplastic procedures at [Byers Eye Institute.](https://stanfordhealthcare.org/medical-clinics/byers-eye-institute.html)These tools eliminated delays in due collection by 100% in two months.
* **Revenue verification:** Review reports from revenue sources and provide revenue analysis by billing centers. Addressed any inconsistencies in a timely fashion in collaboration with the revenue manager.
* **Approval of payments and procurement:** Improved review and approval of expenses reimbursement, and purchase orders ensuring compliance to rules and guidelines. Reduced rejection due to non-compliance by 100%.

[FHI 360](https://www.fhi360.org/)  Washington D.C.

**Financial Analyst November 2016 - July 2019**

FHI 360 is a non-profit development organization serving around 70 countries and annual revenue of ~$800M.

* **Financial planning and forecasting**: Spearheaded budgeting, periodic forecasts, program budgets, narratives, and budget modifications by partnering with senior leadership.
* **Variance and budget monitoring:** Extracted insights from internal databases and produced timely month-end reports of actual against budgeted figures, ensuring accuracy and completeness.
* **Due diligence of multiple USAID projects:** Supported financial backstopping for multiple projects and produced timely, and accurate reports (Awards ceiling rang: $2M - $200M).
* **Subaward management:** Reviewed and provided feedback on a large volume of Fixed Amount Awards that involves three major partners (HKI, Deloitte, and ALM) that are working in 9 countries.
* **Verified payments and compliance:** reviewed and approved invoices, advances, reimbursements, procurement, and ensure compliance with applicable rules.
* **Accrual reporting:** Prepared and reported quarterly accruals based on trends and anticipated expense activity.
* **Expense analysis:** Redesigned expense trackers, for proactively flagging inconsistencies, and explaining variances of expense line items. Increased data quality and reduced period for review by 75%, 2 months to 2 weeks.

**(continued)**

* **Process improvement**:
* Developed auto-checks for large financial reports from subcontractors, thereby improved efficiency and accuracy of reported expenses. Advised regarding subcontractors reporting, and reduced errors by 95%.
* Mainstreamed TM-1 budget planning and forecasting tool for tracking budget and level of effort (LOE) across more than 90 sub-projects and ensured compliance and fiscal prudence.
* Designed a complex workbook to track cost trackers for 11 countries, using advanced excel functions.
* Effectively managed all phases of financial close-out of subaward projects in field offices.

Treasury Department Asmara, Eritrea, Africa

**Public Finance Analyst** **September 2007 - June 2012**

* **Budgeting and periodic forecasting:** performed financial forecasts by extracting data from various sources; led annual work plan budgets preparation at division and department level.
* **Debt restructuring:** as debt analyst, recommended renegotiation of loan portfolios, allowing for favorable restructuring of loan terms and conditions.
* **Process improvement:** Transformed grants reports compilations and tracking from one that was paper and manually driven to electronic format using MS Access database, thereby, improved efficiency by 50%.
* **Grant and loans management:** Coordinated 25 official development grants and loans [($1M- $30M](http://documents.worldbank.org/curated/en/733111468023365806/Eritrea-Second-HIV-AIDS-STI-Tuberculosis-Malaria-and-Reproductive-Health-HAMSET-II-Project)).
* **Financial analysis and monitoring**: Formulated public debt sustainability analysis.
* **Donor relations:** acted as a liaison between donors and recipients and facilitated disbursement of funds; surveyed financial operations of World Bank-funded projects and prepared reports based on findings.

**OTHER EXPERIENCES**

**Graduate Research Assistant,** August 2014 - May 2016

Old Dominion University, Norfolk, VA

* **Teaching and class management:** participated in lectures in areas of expertise and helped proctor exams.
* **Research duty:** conducted background, and analytical research using sources to assigned projects.

**Administrative Operations Assistant**, July 2013 – October 2013

The Graduate Institute, Geneva, Switzerland

* **Team coordination**: acted as a team leader in different tasks for staff accommodation.
* **Inventory management**: coordinated with logistics, and staff to ensure timely delivery materials.

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

**Executive Certificate in Financial Management & Business Analytics,** Cornell University, Ithaca, NY, 2018

**M.A. in Political Economy and Development,** Old Dominion University, Norfolk, VA, 2016

**M.A. in Economic, & Financial Development,** University of Geneva, Graduate Institute, Geneva, Switzerland, 2014

**B.A. in Economics, and Finance,** University of Asmara, Asmara, Eritrea, 2007

**PROFESSIONAL DEVELOPMENT**

* Excel to MySQL: Analytic Techniques for Business, Duke University via Coursera, Ongoing
* Oracle Financial Intelligence Reporting, Stanford University, 2019
* Budget Monitoring Workshop, Humentum, 2019
* Financial Management for US Government Funding, Humentum, 2018
* Budgeting, Debt Financing, and Cash Flow, Cornell, 2018
* Assessing Nonprofits using Financial Statements and Ratios, Cornell, 2017
* IBM Cognos Analytics TM1, Financial System for Budgeting and Forecasting, FHI360, 2017
* Federal Award Rules and Regulations: Grants & Cooperative Agreements, Steve Kroll, 2017
* Cost Accounting Standards and Common Uniform Guidance, FHI 360, 2016
* Cost Principles, Deltek-Costpoint Enterprise Reporting, FHI 360, 2016