Mina Amir Yavari

London E1 2LX
minaamiryavarign3ww_ruc@indeedemail.com
+447428847067

Finance professional with 8 years of experience in credit control, financial management, and strategic planning. Awarded the “Best Employee of the Year” and promoted two times in 8 years due to strong performance and organizational impact.

Strengthened client relationships by personally engaging with over 50 contractors on tailored financial solutions; achieved an increase in partnership satisfaction scores, fostering collaboration for future projects across diverse initiatives.

Work Experience

Senior Accounts Receivable/Payable Specialist

China National Logging Corporation (CNLC)

September 2021 to May 2023

• Developed detailed analysis on monthly account activities while overseeing comprehensive bank and cash reconciliation processes; streamlined the closing cycle to reduce discrepancies by identifying key sources of error.

• Established and maintained strong connections with clients and contractors by providing tailored financial solutions; enhanced partnership satisfaction scores by 30%, leading to increased collaboration on future projects.

• Led detailed assessments of monthly cash flow statements, pinpointing inefficiencies in outflows; established strategies for better budgeting practices resulting in a 15% reduction of operational expenses within six months.

• Secured a total of $5.3 million from overdue accounts through strategic communication with clients; maintained an impressive track record of collecting outstanding payments each month for four straight quarters.

Finance Accountant

China National Logging Corporation (CNLC)

March 2018 to September 2021

• Prepared detailed monthly financial statements and management reports, analyzing data trends that resulted in identifying key discrepancies leading to improved forecasting accuracy over three consecutive months.

• Reconciled bank statements and ledgers monthly, identifying and resolving 100% of discrepancies within a one-week turnaround; implemented best practices to ensure data integrity across all financial records.

• Inspected and validated critical procurement documents weekly, enhancing visibility into inventory levels which directly contributed to optimized purchasing strategies yielding significant reductions in stockout incidents each month.

Finance Administrator

China National Logging Corporation (CNLC)

May 2016 to March 2018

• Enhanced payroll preparation efficiency through automation of template creation; reduced manual entry errors and lowered overall processing times by a quarter, facilitating prompt payment delivery to more than 400 staff members.

• Conducted thorough reviews of payroll records to ensure accuracy in deductions totaling $80K annually, leading to zero non-compliance issues during external audits throughout the financial reporting periods.

• Executed comprehensive banking operations including account openings, credit negotiations, and accounts payable payments; streamlined processes leading to a 30% reduction in processing time for financial transactions.

Education

Master of Business in Financial Management

University of Northumbria - London

May 2023 to May 2024

Skills

- Credit Controlling & Risk Mitigation
- Budgeting & Forecasting
- Cash Flow Management
- ERP & Financial Systems Knowledge
- Client Relationship Management
- Financial Analysis & Reporting
- Microsoft Office
- Organisational skills