

HANIF SHAMJI, MBA, CPA, CGA

info@hanifshamji.ca • www.hanifshamji.ca

http://ca.linkedin.com/in/hanifshamji

SENIOR FINANCIAL ANALYST/BUSINESS ANALYST

Finance professional with technical, analytical and business analysis abilities. Evaluate strategic information for multiple business units through the use of key performance indicators both financial and non-financial to executive leadership for value-added decisions. Prepare financial statements in accordance with Canadian Generally Accepted Accounting Principles(GAAP) Accounting Standards for Private Enterprises (ASPE).

KEY STRENGTHS

Financial Analysis & Planning • Cost Benefit Analysis • Budgeting and Forecasting • Process Improvements
• Internal Procedures Documentation • Strategic Planning • Strategic Data Analysis • Key Performance Indicators (KPI) • MS-Word • MS-Excel • MS Access • Crystal Reports • Prophix

PROFESSIONAL EXPERIENCE

Scotia Bank, Toronto, Ontario

Business Analyst, Information Security and Control (Contract)

2017 – Current

- Manipulate information and apply analysis related to various information security control risk based analysis.
- Present analysis and commentary to senior management and directors based on findings and highlight areas of concerns including trends, vulnerabilities, and risk analysis.
- Prepare reports related to findings for senior management highlighting information security indicators

Elections Ontario, Toronto, Ontario

2015 - 2016

Financial Planning Analyst (Contract)

- Monitor financial activity, conduct analysis, build and prepare reports and assist with the development of tracking tools and procedures regarding financial planning activities related to interpreting data
- Coordinate the quarterly reporting and identify expenditure variances and anomalies in comparison to the budget
- Establish benchmarks and conduct trending analysis for projects and initiatives with stakeholders in finance and the organization to improve on current reporting.
- Analyze trends internal operations trends related to on-going operations, by-elections, general elections
- Automate and streamline internal reporting and executive reporting tools for presenting trend analysis

Town of Richmond Hill, Richmond Hill, Ontario

2013 – 2014

Capital Reserve Analyst (Contract)

- Assisted in the preparation of the capital budget and ten-year forecast.
- Reviewed and researched development charges with other municipalities and present findings to managers
- Aided the preparation of Development Charges background study and relevant by-laws and present summary reports
- Updated investment schedules to the general ledger, including interest earned.
- Improve processes to track information by identifying gaps between current process and reporting requirements
- Assisted to improve and streamline reporting as well as performed ad-hoc analysis and projects.

eHealth Ontario, Toronto, Ontario

2011 – 2012

Financial Analyst, Financial Planning & Analysis Technology Infrastructure

- Prepared and analyzed monthly expenditure for business units ensuring compliance with The Ministry of Health and Long Term Care (MHLTC) guidelines and present findings to finance directors, and managers
- Analyzed inventory costs ensuring allocation to correct project within a cost centre, and agreement with finance, procurement, and business unit schedules as well as reviewing business processes using tools including MS-Office
- Reengineered a HR and Finance process to ensure proper headcount and position budgetary controls improving on the previous process in order to meet organizational requirements.
- Implemented new tools, allowing for in-depth analysis and improved financial integrity with the business units.

CIBC – Internal Audit, Toronto, Ontario

2011

Interim Manager, Financial Analysis and Reporting (Contract)

- Prepared monthly metrics reports for the Internal Audit Department including KPI Analysis on audits, expenditures, analysis and comments on key metric indicators, and identifying possible improvements to process
- Assisted departmental directors in preparing quarterly presentation reports by providing key metric information for presentation by undertaking database queries from various sources.
- Reviewed business results on a monthly basis and investigated/explained all significant variances.
- Monitored expenditure results of department to ensure compliance with GAAP and bank policies.

HANIF SHAMJI, MBA, CPA, CGA

info@hanifshamji.ca • www.hanifshamji.ca
http://ca.linkedin.com/in/hanifshamji

Continued from previous page:

McDonald's Restaurants of Canada, Toronto, Ontario

2010

Financial Analyst (Contract)

- Analyzed store re-image scorecard including store relocation/re-image analysis for internal benchmarking to determine if target sales meet initial projections by undertaking financial analysis by researching business processes. Developed tools to track expenditures including enhancing internal measurement tools for the restaurant development, supply chain, and company owned stores divisions for the multi-divisions within the organization.
- Assisted in the preparation of the budgeting and monthly analysis process for various units within the organization.
- Enhanced KPI Analysis Reports by providing in-depth analysis related to measurable outcomes including labour efficiencies and supply usage thus allowing management to determine operational efficiencies at a regional, as well as restaurant level.
- Develop queries from multiple sources to automate KPI analysis based on updated information, and various scenarios

Dye and Durham, Toronto, Ontario

2006 – 2009

Financial Analyst

- Developed a trend analysis report outlining expenditures associated with cost centres allowing for directors to identify potential overrun in expenditures, and present findings and recommendations using database queries from combining information from various sources.
- Developed a trend analysis report outlining expenditures associated with cost centres allowing for directors to identify potential overrun in expenditures.
- Identify and develop procedures to streamline invoice approvals by combining information within the organizational ERP System, and Electronic AP invoices from vendors through the use of matching information from databases, and documented and reported on defects in order to improve the streamlining of the process.
- Analyzed revenue and sales information for customers to assist in new marketing campaigns and discover untapped cross-selling opportunities in order to sales and retention of customers across multi-divisions
- Produced monthly reports on commission and sales for the finance and sales directors utilizing Microsoft Excel, and Crystal Reports queries. This process reduced the time required by 85%, increased accuracy, and allowed for tagged sales plan.
- Produced reports from various sources to assist in developing production-improved estimates, evaluate profitability, and identify competitive opportunities.
- Identified opportunities in sales including cross selling, customer retention, as well as efforts to remain competitive which included presenting these findings in executive meetings.
- Developed processes to allow for sales information to be produced on segmented bases for targeted sales efforts with the intention of increasing overall gross margin as well as for the budgetary process.
- Prepared summarized information for various cost centres to assist in ensuring the relevant information is available for budgeting and cost tracking.

PREVIOUS EXPERIENCE

Financial Analyst (Contract)	Getronics, Scarborough, Ontario	2005
Mutual Fund Accountant (Contract),	Morgan Meighen & Associates, Toronto, Ontario	2004
Project Accountant (Contract),	HOK Canada, Toronto, Ontario	2003
Financial Analyst (Contract),	IBM, Markham, Ontario	2002 – 2003

EDUCATION & TRAINING

Master of Business Administration (MBA), Laurentian University	2014
Bachelor of Applied Business Administration, Southern Alberta Institute of Technology (SAIT) Polytechnic	2007
Advanced Diploma Accounting and Finance, Seneca College of Applied Arts & Technology	1995
Advanced Diploma Computer Programming Analysis, Seneca College of Applied Arts & Technology	1992
Certified General Accountant (CGA) Professional Studies	2008

PROFESSIONAL MEMBERSHIPS

Chartered Professional Accountant (CPA)
Certified General Accountant (CGA)
Fellow, Association of Chartered Certified Accountants FCCA (ACCA)