

Baljinnyam Ochirbat

Business Analyst

1100 Roland Lane, Green Bay, 54303

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Professional summary

Business Analyst with 2 years of experience in accounting analysis, financial reporting, and data evaluation. Proficient in QuickBooks and Microsoft Excel, with strong skills in problem-solving, multitasking, communication, and time management. Committed to leveraging expertise to enhance operational efficiency and drive business success.

Employment history

Fast Track Health Care Education | Business Analyst | Roanoke, VA

Apr 2021 - Feb 2023

- Serve as a liaison among directors, staff, and partners, ensuring seamless communication.
- Communicate staff concerns and performance issues to the supervisor.
- Transform policies and procedures into quantifiable and measurable controls to evaluate compliance.
- Oversee workflow and address any concerns promptly to maintain operational efficiency.
- Serve as the point of contact for A/R and payment posting teams.
- Prepare balance sheets and financial reports.
- Prepare annual and quarterly reports.
- Assist with month-end closing process.
- Create and issue invoices in a timely manner.
- Monitor all transactions and ensure they are recorded in the general ledger.
- Provide administrative support to staff members.
- Maintain and update school records in relation to student, employee, and financial information with accuracy.
- Create, organize, manage and update student file database.
- Assist in examining policies, standards, and procedures in addressing business and technical risks as part of the strategic plan and operational objectives of the business.

Arbys | Team Member | Sturgeon Bay, WI

Mar 2023 - Mar 2024

- Build loyal clientele through friendly interactions, boosting repeat business and customer satisfaction.
- Deliver exceptional customer service, resolving issues promptly and maintaining a positive environment.
- Communicate effectively with team members and management, ensuring smooth operations.

Education

Bachelor of Business Administration, Management | American National University | Salem, VA

2018 - 2020

- Dean's List Recipient - (Term 203) (Term 205)

Skills

QuickBooks *(Expert)*

Accounting Analysis *(Expert)*

Invoicing *(Expert)*

Communications *(Expert)*

Multitasking *(Expert)*

Operational Efficiency *(Expert)*

Time Management *(Expert)*

Microsoft Excel *(Expert)*

Financial Reporting *(Expert)*

Data Analysis *(Expert)*

Problem Solving *(Expert)*

Database Management *(Expert)*

Workflow Management *(Expert)*

Risk Assessment *(Expert)*