

**Name:** Adrian Gorynia  
**Address:** Wroclaw, Poland  
**Tel.** +48 604 704 645  
**E-mail:** adriangorynia@gmail.com



## EXPERIENCE

- Since 2023.07 **Brose Sitech - Treasury Specialist**
- Planned cash flows and controlled the financial liquidity of the Group. Managed cash, loans within the Group, and invested financial funds
  - Prepared internal and external reports for the Management Board, shareholders, supervisory authorities, and state institutions
  - Managed Treasury costs (planning, monitoring, optimization), controlled financial costs and bank fees
  - Prepared cash flow forecasts and variance analysis to support financial planning and budgeting
  - Optimized working capital by calculating and improving key metrics such as DPO, DIO, DSO, and CCC
  - Collaborated with banks and other financial institutions, auditors, and state institutions (offices, NBP, UOKiK)
  - Maintained ongoing cooperation with insurance brokers, managed the insurance process for the Group, negotiated terms, and analyzed provided insurance documentation
  - Developed tools for Treasury processes and business IT solutions. Participated in the establishment of a new facility, contributing to financial planning and operational setup.
- 2021.03 – 2023.06 **BNY Mellon – Client Reporting/Performance Senior Analyst**
- Led the service delivery of portfolio and benchmark investment performance calculations, attribution, and risk statistics for several large, complex client relationships
  - Worked closely with internal teams, external suppliers, and other parties to provide a continuous high level of client service, with proactive client dealings and prompt turnaround and tracking of queries and resolution of issues
  - Conducted change management activities and client projects such as fund restructuring or setup of new client services
  - Prepared regulatory FTK (Financieel Toezichtskader/Financial Assessment Framework) reports
- 2020.11 – 2021.01 **Credit Suisse – Valuation & Risk Controller**
- Delivered and executed the P&L and valuation reporting processes, including business analysis
  - Designed, developed, analyzed, and produced key metrics and reporting used by senior management to monitor progress against key objectives and strategies
  - Modeled processes for "how-to" scenarios to help measure and implement efficient processes, enhance reporting capabilities, and increase quality in a measured and controlled environment

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- 2018.02 – **HP Inc – Treasury Analyst**  
2020.10
- Traded in Money Market Funds and Time Deposits
  - Managed and forecasted cash pool in several currencies, also cash liquidity for HP entities in EMEA, including entities from restricted countries
  - Led processes for Audit/SOX, BCP, and automation in EMEA
  - Tested and implemented IT software
  - Participated in rationalization projects
  - Identified and reported issues and suggested/implemented solutions
  - Coordinated with banks and Legal, TAX, FX, Accounting, Controllership teams
  - Prepared and consolidated various daily, weekly, and monthly reports
  - Prepared and reviewed month-end journals and reconciliations
  - Prepared and managed inter-company loans and debt settlements
- 2016.08 – **Credit Suisse – Liquidity Analytics & Reporting Junior Analyst**  
2018.02
- Prepared presentations, reports, and analysis support on the bank's global liquidity management and liquidity for regulators (FED, FINMA, SNB, PRA) and Treasury teams across countries and regions (US, EMEA, APJ)
  - Contributed to efficiency and quality through process improvements and report enhancements on new and current tasks where applicable
  - Supported ad hoc projects relating to liquidity, legal entity reporting, and different financial instruments reporting
- 2015.10 – **Volvo Polska - Material Controller**  
2016.07
- Worked with large amounts of data, including the creation of reports and analysis relating to supply deviation, key performance indicators, inventories turnover cycle, and production errors
  - Developed analytical tools using VBA
- 2015.08 – **KIR - Customer Support**  
2015.09
- Collected, verified, and updated customer information
  - Supported customers with an electronic signature with a qualified certificate
  - Prepared documentation connected to Szafir services
- 2013.07 – **GEDIA Poland – Junior Planner**  
2013.08
- Planned work for the team mechanics and electricians
  - Performed analysis of the causes of failure
  - Performed analysis of the time of repair and inspection of the machines

## EDUCATION

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- 2018-2019 **Wroclaw University of Economics, Postgraduate studies**
- Major: Project management
- 2016-2017 **WSB University in Wroclaw, Postgraduate studies**
- Major: Risk management
- 2014-2016 **Wroclaw University of Technology, Master**
- Major: Financial Engineering
- 2011-2014 **Wroclaw University of Technology, Bachelor**
- Major: Business Management

## ADDITIONAL ACTIVITY

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- 2017.11 **Co-author of the book "Excel - 20 new viewpoints"**

## FOREIGN LANGUAGES

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- Polish Native
- English Business level

## SKILLS

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- Knowledge of financial management systems (SAP, Wall Street)
- Knowledge of Software Business Objects/Business Intelligence
- ECDL Certificate – knowledge of MS Office (Word, Excel, PowerPoint, Access, Visio)
- PRINCE2 Certificate – Effective Project Management
- Internal Auditor of Quality Management Systems and Environment ISO 9001 and ISO 14001
- Scripting – VBA, SQL, R, Pascal, HTML
- Perform analysis, teamwork, analytical thinking

I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).