

Amina Patel

amina.patel@example.com • (555) 123-4567 • Austin, TX • linkedin.com/in/aminapatel

SUMMARY

Detail-oriented Accountant with over 5 years of experience in financial reporting and auditing. Proven track record of optimizing financial processes and enhancing data accuracy, resulting in significant cost savings.

EXPERIENCE

Senior Accountant

Jan 2022 - Present

Tech Solutions Inc., Austin, TX

- Spearheaded the annual budget process, reducing costs by 15% through strategic planning and resource allocation.
- Implemented a new financial reporting system that improved data accuracy by 25% and decreased reporting time by 30%.
- Managed a team of 3 junior accountants, enhancing their skills and increasing department efficiency.

Staff Accountant

Jun 2018 - Dec 2021

Greenfield Accounting Services, Austin, TX

- Conducted monthly reconciliations and variance analyses, ensuring accuracy and compliance with GAAP.
- Assisted in the preparation of tax returns, which resulted in a 10% tax savings for clients.
- Streamlined payroll processes, reducing administrative errors by 20%.

Accounting Intern

Jan 2017 - May 2018

Global Finance Corp., Austin, TX

- Supported the financial audit process, helping to identify and rectify discrepancies that saved the company \$50,000.
- Developed financial spreadsheets that increased reporting efficiency by 15%.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Financial Analysis, Tax Preparation, Budgeting, Auditing

Tools & Frameworks: QuickBooks, Excel, SAP, Oracle