

Amina Patel

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SUMMARY

Detail-oriented Accounts Payable Specialist with over 5 years of experience in process improvements and financial reporting. Proven track record in managing high-volume invoice processing and optimizing payment cycles to enhance cash flow.

EXPERIENCE

Accounts Payable Specialist

Jan 2022 - Present

Tech Innovations Inc., Dallas, TX

- Streamlined invoice processing, reducing average processing time by 30%, resulting in timely payments and improved vendor relationships.
- Implementing a new digital filing system that decreased physical storage costs by \$5,000 annually.
- Managed monthly reconciliations for over 200 vendor accounts, ensuring accuracy in financial reporting.

Accounts Payable Coordinator

Jun 2019 - Dec 2021

Global Solutions Ltd., Dallas, TX

- Processed and verified invoices exceeding \$10M annually, contributing to a 15% increase in vendor satisfaction scores.
- Developed and maintained a comprehensive vendor database, improving response times to inquiries by 40%.
- Trained 5 new hires on AP processes and software, enhancing team efficiency.

Accounts Payable Clerk

Jan 2018 - May 2019

Creative Designs Co., Dallas, TX

- Assisted in reducing invoice discrepancies by 25% through meticulous attention to detail and effective communication with vendors.
- Utilized QuickBooks and Oracle systems to manage accounts payable functions, ensuring timely financial reporting.
- Participated in the annual audit process, providing necessary documentation and resolving discrepancies efficiently.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Texas at Dallas, Richardson, TX • GPA: 3.7

SKILLS

Technical Skills: Invoice Processing, Reconciliation, Financial Reporting, Data Analysis

Tools & Frameworks: QuickBooks, Oracle, Excel, SAP