

# Aisha Khan

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## SUMMARY

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Detail-oriented Bookkeeper with over 5 years of experience in managing financial records and ensuring accuracy in transactions. Proven track record of improving financial processes and reducing discrepancies through efficient bookkeeping practices.

## EXPERIENCE

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### Senior Bookkeeper

Jan 2022 - Present

*Innovative Solutions Inc., Austin, TX*

- Streamlined the monthly closing process, reducing the time taken by 30% and increasing accuracy in financial statements.
- Managed accounts payable and receivable with a 98% on-time payment record, enhancing vendor relationships.
- Implemented a new accounting software system (QuickBooks Online) that improved data retrieval times by 40%.

### Bookkeeper

Jun 2018 - Dec 2021

*Green Valley Landscaping, Austin, TX*

- Conducted weekly reconciliations that identified and resolved discrepancies, saving the company \$15,000 annually.
- Prepared monthly financial reports that assisted management in strategic decision-making, leading to a 10% increase in budget efficiency.
- Trained junior staff on bookkeeping software and best practices, fostering a more knowledgeable and efficient team.

### Accounting Assistant

May 2016 - May 2018

*TechWave Consulting, Austin, TX*

- Assisted in the preparation of quarterly tax filings, ensuring compliance and reducing potential penalties.
- Maintained accurate records for over 200 clients, contributing to a 15% increase in client satisfaction ratings.
- Supported the migration to a cloud-based accounting system, resulting in a reduction of paper usage by 70%.

## EDUCATION

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### Bachelor of Science in Accounting

May 2018

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

## SKILLS

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**Technical Skills:** General Ledger Management, Financial Reporting, Accounts Payable/Receivable, Bank Reconciliation

**Tools & Frameworks:** QuickBooks Online, Excel, Wave Accounting