

# Aisha Patel

aisha.patel@example.com • (555) 123-4567 • Chicago, IL • linkedin.com/in/aisha-patel

## SUMMARY

---

Detail-oriented CPA with over 5 years of experience in financial analysis and strategic planning. Proven track record of enhancing financial performance and implementing effective accounting practices to support business growth.

## EXPERIENCE

---

### Senior Accountant

Jan 2022 - Present

*Smith & Associates CPA, Chicago, IL*

- Increased client retention rate by 20% through exceptional client service and tailored financial solutions.
- Streamlined the month-end closing process, reducing time from 10 days to 5 days, significantly enhancing reporting efficiency.
- Implemented new accounting software (QuickBooks) that improved accuracy in financial reporting by 30%.

### Staff Accountant

Jun 2018 - Dec 2021

*Global Finance Solutions, Chicago, IL*

- Managed accounts payable and receivable for over 50 clients, ensuring timely billing and collections which improved cash flow by 15%.
- Performed detailed financial audits, identifying and correcting discrepancies worth \$100,000, ensuring compliance with GAAP.
- Contributed to a 10% reduction in operational costs by identifying inefficiencies in accounting processes.

### Accounting Intern

Jan 2017 - May 2018

*Greenwood & Co. LLC, Chicago, IL*

- Assisted in preparing tax returns and financial statements for small businesses, contributing to a 5% increase in tax savings for clients.
- Supported the audit team in fieldwork and data collection, enhancing accuracy in auditing processes.
- Learned key accounting software including SAP and Excel, gaining proficiency in data analysis.

## EDUCATION

---

### Bachelor of Science in Accounting

May 2018

*University of Illinois at Chicago, Chicago, IL • GPA: 3.7*

## SKILLS

---

**Technical Skills:** Financial Reporting, Tax Preparation, Auditing, Budgeting

**Tools & Frameworks:** QuickBooks, SAP, Excel, Microsoft Power BI