

Aisha Patel

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SUMMARY

Detail-oriented and analytical entry-level accountant with a strong foundation in financial principles and accounting software. Eager to leverage skills in data analysis and budgeting to contribute to a dynamic finance team.

EXPERIENCE

Accounting Intern

Jan 2022 - Present

XYZ Corp, San Francisco, CA

- Assisted in preparing monthly financial statements, improving accuracy by 15%.
- Streamlined the accounts payable process, reducing processing time by 20 hours per month.
- Utilized QuickBooks and Excel to manage financial data and generate reports.

Finance Assistant

Jun 2020 - Dec 2021

ABC Nonprofit, San Francisco, CA

- Supported the preparation of annual budgets totaling \$500,000.
- Conducted variance analysis to identify discrepancies in budget vs. actual spending.
- Collaborated with a team to implement a new digital filing system, increasing retrieval efficiency by 30%.

Bookkeeping Volunteer

Jan 2019 - May 2020

Community Center, San Francisco, CA

- Maintained accurate financial records for a local nonprofit organization, helping to manage an annual budget of \$250,000.
- Developed a tracking system for donations that boosted fundraising efficiency by 25%.
- Assisted in preparing tax documents, ensuring compliance and timely filing.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Financial Reporting, Budgeting, Data Analysis, Tax Preparation

Tools & Frameworks: QuickBooks, Excel, SAP, Tableau