

Aisha Patel

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SUMMARY

Detail-oriented and motivated accounting graduate with strong analytical skills and a commitment to accuracy. Seeking an entry-level Accounts Payable Specialist position to leverage experience in invoice processing and financial reconciliation.

EXPERIENCE

Accounts Payable Intern

Jan 2022 - Present

ABC Corporation, Austin, TX

- Processed over 500 invoices monthly with 99% accuracy, ensuring timely payments and compliance with company policies.
- Assisted in reducing invoice processing time by 20% through the implementation of a new electronic filing system.
- Collaborated with vendors to resolve discrepancies, improving vendor relationships and reducing payment disputes by 15%.

Finance Assistant

Jun 2020 - Dec 2021

XYZ Solutions, Austin, TX

- Maintained accurate financial records and prepared monthly financial reports for management review.
- Supported the accounts payable team by entering invoices into the accounting system, contributing to a 30% faster month-end close.
- Conducted reconciliations of vendor statements and resolved payment issues, enhancing operational efficiency.

EDUCATION

Bachelor of Science in Accounting

May 2018

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

SKILLS

Technical Skills: Invoice Processing, Financial Reconciliation, Data Analysis, Attention to Detail

Tools & Frameworks: QuickBooks, SAP, Excel, Microsoft Office Suite