

Amina Patel

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SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor's degree in Accounting. Proficient in financial analysis and reporting, with hands-on experience in accounting software and a strong commitment to accuracy and accountability.

EXPERIENCE

Accounting Intern

Jun 2022 - Aug 2023

Smith & Co. CPA Firm, Austin, TX

- Assisted in preparing financial statements that improved reporting efficiency by 20%.
- Conducted monthly reconciliations, resulting in a 15% reduction in discrepancies.
- Gained hands-on experience with QuickBooks and Excel for financial modeling.

Finance Assistant

Sep 2021 - May 2022

University Financial Department, Austin, TX

- Streamlined the budget tracking process, reducing reporting time by 30%.
- Collaborated on audits that resulted in a 10% cost reduction through improved spending practices.
- Utilized spreadsheets and financial software to assist in data collection and analysis.

Tax Preparation Volunteer

Jan 2020 - Apr 2021

Local Community Center, Austin, TX

- Prepared tax returns for low-income families, helping to secure over \$100,000 in refunds.
- Educated clients on tax implications, improving their awareness and compliance.
- Improved volunteer tax preparation processes, which increased client satisfaction ratings.

EDUCATION

Bachelor of Science in Accounting

May 2023

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

SKILLS

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

Tools & Frameworks: QuickBooks, Microsoft Excel, SAP, Tableau