

Aisha Patel

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SUMMARY

Detail-oriented Accounts Payable Specialist with over 5 years of experience in managing end-to-end accounts payable processes. Proven track record of improving efficiency and accuracy in financial operations, with a strong focus on compliance and vendor relations.

EXPERIENCE

Accounts Payable Specialist

Jan 2022 - Present

Tech Innovations Inc., Austin, TX

- Streamlined invoice processing, reducing cycle time by 30%, resulting in a \$50,000 annual savings.
- Implemented a new tracking system that improved compliance and reduced discrepancies by 25%.
- Managed vendor relations, negotiating payment terms that enhanced cash flow by 15%.

Accounts Payable Analyst

Mar 2019 - Dec 2021

Green Solutions Corp., San Antonio, TX

- Handled a monthly volume of over 1,000 invoices with 98% accuracy.
- Developed training materials for new hires, resulting in a 20% decrease in onboarding time.
- Collaborated with cross-functional teams to reconcile accounts, increasing overall accuracy by 15%.

Accounts Payable Clerk

Jun 2017 - Feb 2019

Bright Future Enterprises, Dallas, TX

- Processed vendor invoices and employee reimbursements totaling \$2 million annually.
- Assisted in the transition to an electronic payment system, reducing check usage by 40%.
- Conducted monthly audits that identified errors leading to a recovery of \$10,000 in overpayments.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Texas, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Accounts Payable, Invoice Processing, Financial Reporting, Reconciliation

Tools & Frameworks: SAP, Oracle Financial Services, QuickBooks, Excel