



# AYSHA EVERETT

Business Accountant

## PROFESSIONAL SUMMARY

Focused Accountant with years of experience. Adept at writing reports and budgets, completing the detailed financial analysis, and strategically planning for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

CONTACT	WORK EXPERIENCE				
EDUCATION	<p><b>Accountant   Malco Products - Annandale, AZ</b> 07/2022 - Current</p> <ul style="list-style-type: none"><li>Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and all cash and banking reconciliations with 95% accuracy.</li><li>Analyzed budgets, financial reports, and projections for accurate reporting of financial</li><li>Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.</li></ul> <p><b>Junior Accountant   Mansfield Authority - AZ</b> 04/2019 - 05/2022</p> <ul style="list-style-type: none"><li>Investigated and resolved variances in digital and physical records to promote record integrity.</li><li>Set up and improved accounting systems and processes to meet business needs and maximize the effectiveness of operations.</li><li>Reviewed financial documents to verify accounting data and mathematical accuracy.</li></ul> <p><b>Business Intern   Kenny Products Inc. - AZ</b> 09/2016 - 05/2018</p> <ul style="list-style-type: none"><li>Tracked and analyzed reports to determine needed improvements.</li><li>Assisted various departments with change by communicating new improvement plans and expectations.</li></ul>				
SKILLS	<ul style="list-style-type: none"><li>Data trending knowledge</li><li>Invoice coding familiarity</li><li>Advanced bookkeeping skills</li><li>Intuit QuickBooks specialist</li><li>Budget Analysis</li><li>Financial reporting specialist</li><li>Cash Flow analysis</li></ul>				
LANGUAGE	<table><tbody><tr><td>English</td><td>Excellent</td></tr><tr><td>Dutch</td><td>Intermediate</td></tr></tbody></table>	English	Excellent	Dutch	Intermediate
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