



# 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

+012 3456 7890  
aysha@email.com  
Arizona, AZ 12345

### EDUCATION

#### Bachelor of Science: Accounting

Arizona Christian University,  
Phoenix, AZ (2016)

### SKILLS

- Data trending knowledge
- Invoice coding familiarity
- Advanced bookkeeping skills
- Intuit QuickBooks specialist
- Budget Analysis
- Financial reporting specialist
- Cash Flow analysis

### LANGUAGE

English    Excellent  
Dutch      Intermediate

### WORK EXPERIENCE

#### Accountant | Malco Products - Annandale, AZ 07/2022 - Current

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and all cash and banking reconciliations with 95% accuracy.
- Analyzed budgets, financial reports, and projections for accurate reporting of financial
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.

#### Junior Accountant | Mansfield Authority - AZ 04/2019 - 05/2022

- Investigated and resolved variances in digital and physical records to promote record integrity.
- Set up and improved accounting systems and processes to meet business needs and maximize the effectiveness of operations.
- Reviewed financial documents to verify accounting data and mathematical accuracy.

#### Business Intern | Kenny Products Inc. - AZ 09/2016 - 05/2018

- Tracked and analyzed reports to determine needed improvements.
- Assisted various departments with change oy communicating new improvement plans and expectations.