

# NIMRAT PAL KAUR

Data analyst with several years of CPA firm experience, combining bookkeeping and financial reporting knowledge with analytical and technical skills. Offers strong teamwork, communication and the ability to deliver accurate insights that support business decisions.

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 604-816-2304  Calgary, Alberta

## DATA ANALYTICS PROJECTS

### Influenza Season Staffing

- Managed data profiling, quality assessment, transformation, and statistical analysis for an influenza staffing analytics project.
- Determine influenza season staffing requirements for a medical agency.
- Created Tableau dashboard to distribute to stakeholders.

### Instacart Customer Analysis

- Used open source data, cleaned, merged, sorted, grouped and aggregated data in Phyton.
- Identified customer purchasing trends, regional patterns, demographic trends and behavioural segments.
- Provided a final report with insights on key customer trends and growth opportunities.

### Rockbuster Online Streaming Project

- Loaded data into relational database management system and created a data dictionary with entity relationship diagram.
- Used PostgreSQL to write queries and common table expressional to answer business questions.
- Create recommendations for company strategy for inventory, customer value and around geographic region.

## WORK EXPERIENCE

### Clearline CPA, Surrey — Accounting Technician

August 2021 - June 2025

- Managed and reconciled all AR/AP, bank, credit card accounts, ensuring accurate financials and supporting smooth audits.
- Organized client records in Caseware, ensuring consistency and easier access across engagements.
- Prepared year ends in Caseware and corporate tax returns in Tax Prep with full regulatory compliance.
- Drafted and finalized financial statements and reporting letters with high accuracy and professionalism.
- Filed GST, PST, payroll and WCB returns on time, maintaining client's full compliance with CRA requirements.
- Communicated with CRA on behalf of clients, resolving inquiries and safeguarding client interests.
- Compiled and analyzed financial data for senior staff, supporting informed client recommendations.
- Provided timely support for client financial requests, enhancing client satisfaction and trust.

### Nanner & Associates, CPA, Surrey — Bookkeeper

February 2017 - May 2020

- Managed quarterly and annual bookkeeping and payroll requirements, ensuring accurate records.
- Reconciled AR/AP, bank, and credit card accounts and performed closing entries, improving the accuracy and integrity of monthly and annual financials.
- Prepared year ends and financial statements.
- Filed GST, PST, Payroll, and WCB returns on time, maintaining client compliance and preventing penalties.

- Communicated with the CRA to resolve client issues, minimizing delays and safeguarding client standing.
- Responded promptly to client inquiries, improving satisfaction and strengthening client relationships.
- Supported daily office administrative functions, contributing to smoother firm operations and workflow efficiency.

### **Sandhu & Company, CPA, Vancouver — Accounting Clerk**

May 2015 - January 2017

- Managed full payroll processing including pay stubs, cheques, T4s, ROEs, and CRA remittances, ensuring accurate payments and regulatory compliance.
- Calculated and remitted GST, PST, and WCB on schedule, maintaining continuous compliance with government requirements.
- Entered and organized financial data (bank statements, credit card statements, invoices, receipts), improving record accuracy and audit readiness.
- Completed bank reconciliations and drafted financial statements, strengthening the reliability of monthly and annual financial reporting.
- Assisted clients with new incorporations, name reservations, and annual report filings, enabling smooth onboarding and corporate maintenance.
- Managed schedules and tracked appointments, supporting efficient workflow and improved client service coordination.

### **CERTIFICATES**

- **Data Analytics Bootcamp, 2025**  
CareerFoundry, Berlin, Germany
- **Professional Bookkeeper, 2017**  
Langara College, Vancouver, British Columbia

### **SKILLS**

- Data Cleaning & Preparation
- Performing Statistical Analysis
- Querying including filtering, sorting & grouping
- Documentation and reporting
- Creating data visualizations
- Full cycle bookkeeping
- Reconciling accounts

### **TOOLS**

- Tableau
- Excel
- SQL
- Python
- Quickbooks
- Sage 50
- Caseware
- Microsoft Office Suite