

MINA SAYED

A Senior Accountant with eight years of experience specializing in tax compliance, financial reporting, team management, and process improvement. A strong history of leading dynamic accounting teams and identifying opportunities to enhance operational efficiency.

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PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT

Avalon Software Consultants,
San Diego, CA
October 2018- Present

- Oversee all aspects of financials for a software consulting firm valued at \$5.5M, including cash flow, billing, payroll, HR administration, month-end close, tax returns, stock administration, and 401K management
- Lead the transition from outdated accounting software and payroll platforms, which eliminated redundant processes and reduced annual labor costs by 25%
- Serve as the liaison between the Chief Financial Officer (CFO) and the accounting team to resolve complex financial issues and perform comprehensive audits

ACCOUNTANT

Campbell Manufacturing Partners,
San Diego, CA
June 2014 - October 2018

- ◆ Prepared annual operating budgets valued at \$2.5M, performed financial audits, and identified key risk areas based on client industries and procurement costs
- ◆ Conducted reviews on financial disclosures and tax reporting and ensured compliance with GAAP and SEC regulations, which included filing forms 10-K and 10-Q

EDUCATION

Bachelor of Science (B.S.) Accounting

University of San Diego, San Diego, CA
September 2010 - June 2014

KEY SKILLS

- ◆ Accounting
- ◆ Tax Compliance
- ◆ GAAP
- ◆ SEC Regulations
- ◆ Process Improvement

CERTIFICATIONS

- ◆ Certified Public Accountant (CPA),
State of California, 2014