

Ayesha Siddiq

Financial Accountant

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Karachi, Pakistan

PROFILE

Motivated and detail-oriented Accounting and Finance student with hands-on experience in bookkeeping, account reconciliation, and financial reporting. Skilled in managing financial records, preparing financial statements, and utilizing QuickBooks, and Excel for efficient financial operations. Actively seeking opportunities to apply analytical, organizational, and problem-solving skills in a professional environment to gain further experience in accounting and finance.

SKILLS

Technical Skills:

Bookkeeping
Account Reconciliation
Financial Reporting
Financial Statements

Soft Skills:

Attention to Detail
Analytical Thinking
Team Collaboration
Time Management

Financial Software:

Excel
QuickBooks

PROFESSIONAL EXPERIENCE

Tax Savvy - Orlando, Florida

Nov 2024 - Present

Bookkeeper

- Maintain and update financial records for over 200 clients, ensuring accuracy and compliance with company policies and tax regulations.
- Reconcile accounts and resolve discrepancies, improving account accuracy by 15% and reducing processing errors.
- Collaborate with the accounting team to prepare detailed financial reports, assisting in the timely filing of taxes and ensuring adherence to deadlines.
- Utilize financial software like QuickBooks to track expenses, manage invoices, and streamline bookkeeping tasks, improving team efficiency by 20%.
- Support in the preparation of monthly, quarterly, and annual financial statements, contributing to smoother audits and financial reviews.

Skills Polished

- **Account Reconciliation:** Enhanced accuracy in resolving discrepancies.
- **Financial Software:** Strengthened skills in QuickBooks for managing financial records.
- **Team Collaboration:** Contributed to tax report and financial statement preparation.
- **Attention to Detail:** Ensured error-free records and reports.
- **Time Management:** Met deadlines while handling multiple tasks efficiently.

EDUCATION

Iqra University

Bachelor's in Accounting and Finance
Expected Graduation Date: Feb, 2026

Government Premier Girls College

Intermediate in Commerce
2019 – 2021 | Karachi

Nasra Secondary School

Matriculation in Commerce
2019 | Karachi

EXTRACURRICULAR ACTIVITIES

Campus Head, Dramatic Society

Led theatrical performances and managed team activities to promote creativity and collaboration.

Blogger

Published articles on Medium, including:

- The Ongoing Struggles in Palestine
- The NO Guide: Setting Boundaries