

Hayat Siwek

Accounting Officer

Profile

Detail-oriented Accounting Officer with 2 years of experience in managing financial transactions, reconciling accounts, and ensuring compliance with financial regulations. Proficient in analyzing financial statements, implementing internal controls, and streamlining processes to enhance efficiency. Demonstrated ability to collaborate effectively with cross-functional teams and provide valuable insights for data-driven decision-making. Committed to maintaining accuracy and integrity in financial reporting.

Employment History

Accounting Officer at Maine Accounting Services, ME

May 2023 - Present

- Successfully managed a portfolio of over 50 clients, ensuring timely and accurate financial reporting, leading to a 98% client satisfaction rate and a 20% increase in referral business for Maine Accounting Services.
- Implemented an automated accounts payable system, resulting in a 30% reduction in manual data entry errors and a 15% increase in overall processing efficiency, saving the company \$50,000 annually.
- Spearheaded the completion of a complex financial audit for a major client, identifying and resolving \$200,000 in discrepancies within a tight three-month deadline, ultimately retaining the client and strengthening their trust in the company's services.

Assistant Accounting Officer at Baker Newman Noyes, ME

Sep 2021 - Apr 2023

- Implemented a new financial reporting system, resulting in a 20% reduction in month-end closing time and a 15% increase in overall efficiency for the accounting department.
- Successfully managed a team of 6 accountants and oversaw the accurate and timely completion of year-end audit process, leading to a 10% reduction in audit fees and the identification of \$50,000 in cost-saving opportunities.
- Streamlined the accounts payable process by introducing automation, leading to a 30% reduction in processing time and a 25% decrease in invoice discrepancies.
- Developed and maintained key relationships with external stakeholders, leading to an 18% increase in client satisfaction scores and a 12% growth in new business opportunities.

Education

Bachelor of Science in Accounting at University of Maine, Orono, ME

Sep 2017 - May 2021

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Accounting Information Systems, Corporate Finance, Financial Statement Analysis, and Business Law.

Details

hayat.siwek@gmail.com

(340) 741-3000

123 Maple Street, Portland, ME 04101

Links

[linkedin.com/in/hayatsiwek](https://www.linkedin.com/in/hayatsiwek)

Skills

QuickBooks proficiency

Excel mastery

Financial analysis

Tax preparation

Budgeting expertise

Payroll management

Auditing capabilities

Languages

English

Bengali

Hobbies

Stamp collecting

Gardening

Playing chess