

Priya Shah

ACCOUNTS ASSISTANT

Portland, OR

PROFESSIONAL SUMMARY

Accounts assistant supporting a bookkeeping practice with records for eight local business clients under an accountant's supervision. Uses QuickBooks Online for bills and invoices and Excel for regular costs and outstanding balances. Combines accounting support with earlier office experience at a building company, including job records, customer invoicing, and appointment booking. Keeps missing information visible and follows up clearly before month-end review.

AREAS OF EXPERTISE

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|------------------------|-----------------------------|----------------------|-----------------------|
| ✓ Bookkeeping Support | ✓ QuickBooks Online | ✓ Excel | ✓ Supplier Bill Entry |
| ✓ Customer Invoicing | ✓ Bank transaction matching | ✓ Receipt Follow-up | ✓ Month-End Support |
| ✓ Client Communication | ✓ File Organization | ✓ Supporting Records | ✓ Attention to Detail |

CAREER HIGHLIGHTS

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|------------------------------------|---|
| Month-end receipt requests: | Introduced an outstanding-items list for each client after the practice repeatedly requested the same missing receipts. Each request brought the relevant dates and amounts together in one email, and the list changed as documents arrived. |
| Job-number filing: | Addressed delivery slips becoming separated from invoices at Maple Builders by scanning them into folders by job number and adding the same number to the invoice list. The owner could check what had been ordered before approving payment. |
| Records ready for review: | Supported both an accountant and a business owner by organizing the source paperwork behind bills and invoices. Kept unresolved items visible for review while working within each role's approval responsibilities. |

PROFESSIONAL EXPERIENCE

Accounts Assistant

2/2022 - Present

Cedar Bookkeeping · Portland, OR

Help a small bookkeeping practice maintain records for eight local business clients. Work under the accountant's supervision on supplier bills, customer invoices, bank transactions, missing receipts, and the paperwork needed for month-end review.

- Enter supplier bills in QuickBooks Online as part of the practice's regular bookkeeping work for its local business clients.
- Record customer invoices in QuickBooks Online and prepare simple Excel schedules showing outstanding invoices and regular costs.
- Match bank transactions to the records supporting them and flag items that need the accountant's review rather than resolving unclear entries without supervision.
- Keep an outstanding-items list for each client, recording the missing receipts and the dates and amounts needed to identify them.
- Send each client a clear receipt request with dates and amounts before month-end review, then update the outstanding-items list as documents arrive so the accountant can see what remains missing.

Office Assistant

7/2019 - 1/2022

Maple Builders · Portland, OR

Handled office paperwork and helped the owner keep supplier and job records organized. Combined document filing and customer invoicing with answering calls and arranging appointments for estimates.

- Filed supplier invoices and delivery slips by job number, keeping the paperwork associated with each building job together for the owner's review.
- Scanned paper delivery slips into job folders after slips had become separated from their related invoices, making the supporting record easier to locate.
- Added job numbers to the invoice list so the owner could connect an invoice with the relevant delivery information before approving payment.
- Prepared customer invoices from approved job details, using the information provided for the work recorded against each building job.
- Answered office calls and booked appointments for estimates alongside the day-to-day work of maintaining supplier paperwork and job records.
- Recorded the dates supplier statements arrived and placed them with the corresponding invoice records, leaving disputed or unfamiliar items for the owner to check.

Administrative Clerk

6/2017 - 6/2019

Rosewood Office Supply · Portland, OR

Supported the office team with customer order paperwork, filing, and routine telephone queries. Prepared records for the office manager's daily review.

- Matched signed collection slips with customer order numbers and filed completed paperwork so the office team could find the delivery record.
- Checked order forms for missing contact or reference details and asked the responsible colleague to complete them before the manager's review.
- Added a simple received-date column to the paperwork list after undated forms made follow-up difficult, helping colleagues identify which requests were still waiting.
- Sorted incoming office mail and passed supplier questions to the colleague responsible for the account.

EDUCATION

Associate of Applied Science in Accounting

Portland Community College

ADDITIONAL CREDENTIALS

Excel for Accounting, continuing education course

Portland Community College