

Khushi Uppal

Accounts Payable Clerk – Expense Management, Financial Reporting & Bookkeeping

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📍 Pickering

in [LinkedIn](#)

SKILLS

- **Accounts Payable & Receivable:** Invoice processing, reconciliations, vendor management, maintain ledger.
- **Bookkeeping & Financial Reporting:** Journal entries, financial documentation, compliance reporting, audit.
- **Budgeting & Forecasting:** Financial modeling, variance analysis, scenario planning, performance monitoring.
- **Payroll & Tax Support:** Payroll processing, statutory deductions, tax documentation, CanTax compliance.
- **Software Proficiency:** Google Spreadsheet(VLOOKUP, PivotTables, formulas), QuickBooks Online and Xero.

WORK EXPERIENCE

Finance Assistant (Licensed Financial Advisor)

January 2023 – Present

Transamerica Financial Advisors

Remote

- Processed 250+ financial transactions monthly by validating records, reconciling balances, and posting entries within strict deadlines, which improved transactional accuracy to 100% and decreased reporting discrepancies.
- Maintained 150+ bookkeeping records per quarter, verified payroll data for compliance, and prepared tax documents for individuals and enterprises, reducing inconsistencies by 42% while streamlining reconciliation timelines.
- Reviewed 500+ receipts quarterly, applied coding classifications, and reconciled transactions with bank statements to ensure precision, achieving 38% improvement in reporting, while delivering audit-ready packages.
- Coordinated with four cross-functional teams to resolve 60+ pending documentation issues monthly by initiating structured follow-ups with clients, reducing backlog volumes by 45%, accelerating compliance timelines.
- Enforced confidentiality protocols by safeguarding 1000+ financial documents annually through secure systems, encryption measures, and controlled access, resulting in 100% compliance with data protection standards.

Financial Analysis Project (Academic)

May 2023 – April 2024

Seneca Polytechnic

Ontario

- Conducted 40+ general ledger reviews using Sage Accounting, reconciled transactions, and verified supporting evidence, which improved error detection by 32% and decreased mismatches across academic project records.
- Facilitated in preparing six project budgets, performed monthly variance analyses using advanced Excel formulas, and tracked resource utilization, which minimized deviations by 28%, and enhanced forecasting precision.
- Prepared 120+ supporting financial documents for simulated audits by classifying vouchers, maintaining standardized ledgers, and implementing structured filing practices, which reduced data retrieval times by 40%.
- Monitored 500+ expenses by implementing tracking mechanisms, validating payment logs, and correcting mismatches, which lowered reporting errors by 30%, streamlined variance resolution, and elevated accountability.
- Delivered five structured financial analysis presentations to 40+ peers and faculty by synthesizing refined data, designing Excel-based visuals, and presenting recommendations, which strengthened analytical communication.

PROJECT

Financial Analysis Project

May 2023 – April 2024

Project Analyst (Student)

- Conducted 45 ledger examinations and revamped 600 account transactions through Sage Accounting, eliminating 210 mismatches and improving accuracy by 36%, while ensuring structured collaboration across three teams.
- Designed eight financial variance models within Microsoft Excel using pivot functions and formulas, analyzed 120 deviations across four categories, and elevated forecasting efficiency by 31%, while coordinating communication.
- Delivered five structured presentations to 40 participants, synthesizing revamped data, producing 25 visual models, and documenting 70 actionable recommendations, strengthening comprehension accuracy by 46%.

Budgeting & Reporting Project

September 2023 – December 2023

Expense & Reporting Analyst (Student)

- Processed 1,200 historical expense entries, standardized classifications, and corrected 160 errors, improving dataset reliability by 37%, while coordinating across groups and ensuring alignment with academic requirements.
- Created four interactive Excel dashboards incorporating 950 financial records, tracked expense trends across 11 categories, and enhanced reporting efficiency by 39%, while ensuring collaboration between academic groups.
- Documented workflows across 18 reporting processes, standardized structures for 220 financial entries, and reduced duplication errors by 33%, while ensuring organized academic submission through team-based assignments.

EDUCATION

Advanced Diploma in Accounting & Finance

January 2022 – April 2024

Seneca Polytechnic, Ontario

CERTIFICATIONS

- Life License Qualification Program (LLQP) – FSRA Ontario