**AMI PATEL**

48917 Rusty Leaf Terrace, Fremont, CA (408) 431-2771

Fremont, CA 94539 a4cpatel@gmail.com

To obtain a challenging position in the Software Quality Assurance field that has potential for growth

**EDUCATION/ASSETS**

Bachelor of Commerce (Major: Accounting) M S University, Baroda, India Apr 2001

**BS in Business Administration** (Major: Accounting) Rosemont College, Rosemont, PA May 2005

Quickbooks Pro Training Course DeAnza College, Cupertino, CA Nov 2007

Oracle Financial Training Course Sicher Global Solutions, Inc. Sunnyvale, CA Jul 2009

Certificate – Software Quality Assurance Course Portnov Computer School, Los Altos, CA Dec 2011

* Hands-on training and experience with major Accounting software:
  + **Oracle Financials** – General Ledger, Accounts Payable/Receivable, Order Management
  + **QuickBooks, Peachtree** – GL, AP/AR, PO, Bank Reconciliation, Financial Reporting
  + **MS Excel** - Accounting related advanced features (Pivot Tables, VLookup, Charts, Data Import, Data Consolidation, Data Validation, Text to Columns, Remove Duplicates)
* Well versed with **Basic Accounting Principles (GAAP)**
* Highly trainable, fast learner, and a team player
* Detail oriented, reliable, with "can-do" attitude

**WORK EXPERIENCE**

**Software Quality Assurance – Class Project,** Portnov Computer School, Los Altos, CA

* **ampEducator and Self-Registration applications:**
  + Performed Business Analysis related tasks
    - Business Requirements, Functional Specifications, Technical Specifications
  + Performed various types of Testing
    - Created Test Plan, and Test Cases (Positive, Negative)
    - Performed Unit Testing of each functional component
    - Performed Smoke Testing for new builds and versions
    - Performed UI Testing; Created Input Validation Matrix
    - Performed Integration Testing between various components
    - Performed User Acceptance Testing (UAT)
    - Performed Performance (Regression) Testing - TBD
    - Created Bug Reports and managed Bug Lifecycle in Bugzilla
* **Automated Testing**
  + Performed Automated Testing on OrangeHRM website, using Selenium IDE, JUnit, and Eclipse

**Accountant,** Finance Department, Herguan University, Sunnyvale, CA **[Current Employer]**

* Responsible for majority of the Finance Department’s Current Operations (~500 Students)
* Accounts Receivable, Invoices, Collection, Reconciliations, Generate Reports (QuickBooks Pro)
* Carry out billing, collection and reporting activities according to specific guidelines
* Monitoring students' account details for non payments, delayed payments and other irregularities
* Maintain accounts receivable student files
* Follow established procedures for processing receipts, credit card, cash etc
* Investigate and resolve student queries
* Communicating with students via phone, email, mail or in-person
* Process late fees, and adjustments

**Bookkeeper**, P K Selective, Santa Clara, CA

* Manage all accounting and administrative functions
* Accounts Payable, Payroll, Check Registry, Reconciliations, Timecard, Reports (QuickBooks Pro)

**Accountant/Document Specialist**, Fibro Source USA Inc, Wayne, PA

* Lead Export department with all legal paper work (Bill of Lading, Letter of Credit)
* Prepare, validate, and sign Bill of Lading documents by legal guidelines (Letter of Credit)
* Accounting related duties: Processing Invoices, Purchase Orders, AP/AR, Reconciliations

**401K Processing Associate,** The Vanguard Group, Wayne, PA

* Process loan requests, enrollments; setup of new clients
* Generate Retirement Plan and tax reports
* Demonstrated accuracy and organization when compiling and reconciling plan information

**Customer Service Representative,** Sovereign Bank, King Of Prussia, PA

* Helping customers to reach their financial goals
* Maximizing our shareholders' Return on Investment

**Cash Office Associate,** Marshalls, Inc, King of Prussia, PA

* Complete daily store deposits; Distribute funds to registers**;** Prepare and monitor cash flows
* Recording, processing, verifying, and maintaining records of financial transactions for the store

**COMPUTER SKILLS**

* Accounting Oracle Financials, QuickBooks Pro, Peachtree, MS Excel, GAAP, ERP
* Trainings Software Quality Assurance, Oracle Financials, QuickBooks Pro
* Platforms Windows 2000/NT/XP, Mac OS
* Packages MS Office (Word, PowerPoint, Excel, Access, Outlook)
* Web HTML, Javascript, Applet
* Web Servers Apache, Microsoft IIS
* Languages/Script Java, C, Perl, Windows Batch
* Databases Oracle Database, MySQL, MS SQL Server
* Web Browser/Plug-ins Firefox Firebug, Firecookie, Chrome, Safari, Internet Explorer
* IDEs Eclipse, Selenium IDE
* Business Analysis Business Requirements, Functional Specifications, Technical Specifications
* Testing Unit (Component/Functional) Testing, Smoke Testing, Performance (Regression)

Testing, Integration Testing, User Acceptance Testing (UAT), Black-box testing, White-box testing, Automated Testing

* Bug Tracking Bugzilla, HP Quality Center

**WORK STATUS**

US Citizen