

# Amira Siddiqui

☎ (317) 555-7426 ✉ amira.siddiqui@example.com 💼 linkedin.com/example/amirasiddiqui 📍 Fishers, IN 46038

## SUMMARY

Treasury and finance professional with three years of experience supporting secure **banking operations**, ACH and wire payments, **cash flow analysis**, account reconciliation, **general ledger adjustments**, payment controls, and financial reporting. Advanced Excel supports formula driven daily cash worksheets, automated calculations, transaction analysis, and merchant dashboards. Power BI and SQL provide clear views of banking volumes, fees, expenses, exceptions, and data usage. Experience includes validating vendor payment requests, researching returned checks, maintaining **signature delegation records**, escalating discrepancies, and coordinating resolution with internal departments and banking partners. Clear communication supports fiscal policy guidance, user training, and dependable service under deadlines. CTP exam preparation and APRP aligned payments knowledge strengthen payment security awareness and operational judgment.

## EXPERIENCE

### Treasury Analyst

July 2025 - Present

Crossroads Health Network

*Indianapolis, IN*

Supports **treasury operations** across daily payments, cash positioning, bank reconciliations, merchant reporting, payment security, and banking partner coordination. Provides dependable transaction control and practical research for accounting teams and internal customers.

- Executed daily ACH and wire **payments** through documented approval controls, protecting transaction accuracy.
- Maintained Excel cash worksheets with automated formulas, improving daily funding visibility for **treasury** reviews.
- Reconciled bank activity with general ledger postings, correcting supported differences and escalating complex discrepancies.
- Validated vendor ACH requests against **routing** details, authorization evidence, documentation, and **payment security** requirements.
- Built **Power BI** dashboards with SQL extracts, clarifying merchant volumes, fees, expenses, and exceptions.
- Coordinated bank research with accounting teams, resolving account, authorization, system, and transaction questions.

### Finance Operations Specialist

July 2023 - June 2025

Heartland Community Services

*Carmel, IN*

Managed finance operations for operating accounts, payment activity, cash **reporting**, authorization records, fiscal procedure support, and banking system questions. Connected transaction research with accurate records, clear guidance, and timely escalation.

- Reconciled cash activity across operating accounts, including deposits, interest entries, payments, and bank fees.
- Investigated **returned checks** and unmatched transactions through source documents, bank details, and ledger postings.
- Maintained signer delegation records with authorization evidence and periodic validation for payment control reviews.
- Produced Excel reports covering cash and merchant activity, volumes, **fees, expenses**, and exceptions.
- Explained payment procedures and **fiscal policies**, helping departments submit complete documentation for review.
- Troubleshoot banking system issues, documented findings, guided users, and escalated unresolved matters to banks.

## PROJECTS

### Daily Cash and Merchant Reporting 📅 2026

Created a practical reporting workflow using Excel formulas, SQL research, and Power BI views for cash positioning, merchant volumes, fees, expenses, and exceptions.

### Payment Security Review 📅 2025

Mapped vendor ACH review steps around routing, authorization, documentation, returned items, escalation, and secure transaction processing.

## LEADERSHIP & AWARDS

- Completed Certified Treasury Professional exam preparation program in 2026, reinforcing practical treasury operations knowledge.
- Completed Accredited Payments Risk Professional continuing education coursework in 2026, strengthening payment security awareness.
- Recognized by finance colleagues for dependable reconciliation research, clear issue escalation, and useful department guidance.

## EDUCATION

### Bachelor's Degree in Finance

2023

Ball State University GPA: 0

*Muncie, IN*

**Coursework:** Financial accounting, corporate finance, investments, banking operations

## CERTIFICATIONS

- Certified Treasury Professional Exam Preparation Program 📅 2026
- Accredited Payments Risk Professional Continuing Education Coursework 📅 2026

TECHNICAL SKILLS

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- **Payment Methods:** ACH, wire transfers, bank transactions
- **Financial Analysis:** cash flow analysis, interest analysis, fee analysis
- **Reconciliation Tools:** bank reconciliation, cash reconciliation, general ledger reconciliation
- **Microsoft Excel:** advanced Excel, complex formulas, automated calculations
- **Business Intelligence:** Power BI, merchant dashboards, data usage reporting
- **Database Tools:** SQL, financial queries, validated extracts
- **Payment Controls:** approval controls, routing validation, authorization records
- **Banking Operations:** banking systems, bank hardware, account research
- **Reporting Systems:** cash worksheets, volume reports, exception reports
- **Risk and Compliance:** payment security, compliance logs, signature delegation
- **Accounting Processes:** ledger adjustments, returned checks, statement analysis
- **Communication Tools:** department guidance, bank coordination, user training

SKILLS

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|-----------------------|--------------------|------------------------|-------------------|
| • Treasury operations | • Reconciliation   | • Cash positioning     | • SQL             |
| • Wire transfers      | • General ledger   | • Advanced Excel       | • Power BI        |
| • ACH payments        | • Returned checks  | • Merchant activity    | • Banking systems |
| • Cash flow analysis  | • Payment security | • Signature delegation |                   |

PROFESSIONAL AFFILIATIONS

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- Treasury operations community participant, with ongoing focus on payment controls, cash reporting, and banking practices.
- Finance professional network participant, sharing practical insight on reconciliation, financial data analysis, and service quality.

LANGUAGES

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- English (Native)
- Urdu (Proficient)

ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

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AVAILABLE ON REQUEST