



Amira Siddiqui

Finance Specialist, Treasury Operations

☎ (317) 555-7426 ✉ amira.siddiqui@example.com

🌐 linkedin.com/example/amirasiddiqui 📍 Fishers, IN 46038

STRENGTHS

- 🔒 **Payment control**
Reviewed ACH requests against routing, authorization, and documentation. A careful check often prevented avoidable rework.
- ♥️ **Cash analysis**
Connected cash activity, interest, fees, and ledger entries during close work. Colleagues valued clear explanations.
- 🔍 **Issue research**
Traced returned items through source records and bank details. Persistent follow up brought difficult exceptions forward.
- 📈 **Reporting insight**
Turned validated SQL extracts into Power BI views. Teams gained a simpler way to spot volumes and fees.
- 👥 **User guidance**
Explained fiscal procedures and banking steps in plain language. Departments came back with better prepared requests.

SKILLS

Treasury operations Wire transfers

ACH payments Cash flow analysis

Reconciliation General ledger

Returned checks Payment security

Cash positioning Advanced Excel

Merchant activity

Signature delegation SQL

Power BI Banking systems

LANGUAGES

English

Native

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

Crossroads Health Network 📅 July 2025 - Present 📍 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

Heartland Community Services 📅 July 2023 - June 2025 📍 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

MY CAREER



- Treasury Analyst at Crossroads Health Network (1.2 Years)
- Finance Operations Specialist at Heartland Community Services (1.9 Years)

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

Ball State University 🎓 GPA: 0 📅 2023 📍 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

- **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

PROFESSIONAL AFFILIATIONS

- 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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST