

SAMI QURESHI

Toronto, ON | saminadeemqureshi@gmail.com | 416-871-3384

EDUCATION

Western University, London, ON

Expected 2026

Bachelor of Management & Organizational Studies (BMOS)

Accounting Specialization | Minor in Economics

Outstanding Academic Performance Award

CERTIFICATIONS

- QuickBooks Online ProAdvisor Certification
- Corporate Financial Statement Analysis Certification (NASBA)

WORK EXPERIENCE

The Accounting Block Inc., Toronto, ON

Feb 2024 – May 2024

Junior Accountant

- Maintained accurate financial records by reconciling the accounts receivable ledger daily and resolving payment discrepancies.
- Processed invoices and expense reports, followed up on past due accounts and negotiated payment plans with clients.
- Prepared month end AR aging reports and financial statements to support year end procedures and management review.
- Provided payroll support including timesheet verification and cross training backup for accounts payable and general administrative tasks.

Simply Green Home Services Inc., Toronto, ON

Jan 2019 – Aug 2019

Billing Department | Customer Service Representative

- Processed accounts payable and receivable transactions including invoice processing, payment processing and bank reconciliations.
- Monitored cash flow and prepared bank deposits, tracking receipts and resolving NSF discrepancies.
- Maintained and updated accounting systems and financial spreadsheets, ensuring compliance with company financial policies and procedures.

King's University College, London, ON

May 2023 – Aug 2023

General Admin | Graphic Designer

- Maintained and updated financial spreadsheets using Excel with advanced formulas, pivot tables and data organization functions.
- Prepared financial reports and business correspondence for management using Microsoft Word and Outlook.
- Provided administrative support, managing multiple tasks and deadlines across departments independently and as part of a team.

Costco Wholesale Canada, Toronto, ON

Jul 2021 – Dec 2024

Front End Associate

- Processed high volume cash transactions with strong numerical accuracy, reconciling tills and preparing daily deposits.

LEADERSHIP & VOLUNTEER EXPERIENCE

King's Entrepreneurship Association (KEA), London, ON

Sep 2025 – Present

Vice President, Marketing

- Led a committee coordinating multiple deliverables and managing vendor and partner communications on schedule.

The PSA – University of Western Ontario, London, ON

Sep 2023 – Present

Director of Design | Director of Communications

- Managed outreach and maintained organized records to support consistent operations across teams.

SKILLS

Software: QuickBooks Online, Microsoft Excel (Advanced Formulas, Pivot Tables, VLOOKUP), Microsoft Word, Microsoft Outlook, Microsoft Office Suite

Bookkeeping: Accounts Payable, Accounts Receivable, Bank Reconciliations, Invoice Processing, Expense Reports, Payroll Support, Cash Flow Monitoring, Month End, Year End Procedures, Budgeting, Cost Tracking, Accounting Principles

Professional: Numerical Accuracy, Attention to Detail, Organizational Skills, Problem Solving, Communication, Deadline Management, Team Collaboration