

# Ayesha Siddiqua

Hounslow TW4 5EQ -London/ [aysha678siddiqua@gmail.com](mailto:aysha678siddiqua@gmail.com) / +44 7741957736

## OBJECTIVE

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Hardworking and a passionate job seeker with strong organizational skills eager to secure an opportunity that helps me improve professionally and personally while also allowing me to expand my knowledge, leverage my learnings and to contribute to the company's growth and participate in chances to enhance the company's goals.

## WORK EXPERIENCE

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### BDO RISE

Bangalore, Karnataka

*U.S Tax Associate*

*Nov 2022 - Aug 2023*

- Prepared and processed various individual tax returns, partnership returns and trust returns of various individuals according to government regulations and requirements.
- Consulted with tax experts to gather and supply sound advice in planning and processing transactions.
- Researched complex issues utilising online resources and professional tax software.
- Communicated with tax partners to request for amounts due on accounts and billing statements.
- Secured and properly handled confidential data to protect against unauthorised access, improper transmission and unapproved disclosure.

### Mc Donalds

Bangalore, Karnataka

*Cashier & Server*

*Jul 2022 - Nov 2023*

- Front end cashier cash handling. Never recorded cash register.
- Served 155+ customers per day.
- Assisted with maintaining cleanliness in line with restaurant standards.
- Delivered prompt with friendly customer service.

## EDUCATION

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### Mount Carmel College, Autonomous

**CGPA : 7.97/ 10**

*Bachelors of Commerce ( BPS)*

*Graduation Date: Jul 2022*

### Presidency PU College

**87.17%**

*Secured Higher Secondary Certificate Examination*

*Graduation Date: Mar 2019*

### S.T Marys Girls High School

**75%**

*Secondary School Examination*

*Graduation Date: Apr 2016*

## AREAS OF EXPERTISE

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1. Tax Preparation 2. Accurate record keeping 3. Customer Service and Support 4. Result Driven  
5. Financial Data Analysis 6. Maintaining strict confidentiality.

## INDUSTRIAL VISIT

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### Volvo Construction & Equipment

Bangalore, Karnataka

*Student*

- Understanding Production mechanism and Management functions.
- To benchmark the standards by providing high quality of equipment's to the suppliers, customers and vendors.
- Exposed with industry working environment, culture, employee satisfaction and sustainable future plans.

## SKILLS & INTERESTS

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**Skills:** Microsoft Office (Excel, Word, PowerPoint) Software experience on working on Go System, One Source, BNA and Go- File room.

**Interests:** Swimming, Cycling and Motor Bike riding.

## VISA STATUS

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2023- 2025 (**U.K Youth Mobility Scheme Visa**) I am allowed to stay and work in UK for 2 years without employer sponsorship