

SAMIN RIZVI

samin.alirizvi@gmail.com | 437-333-8110 | Ajax, ON | <https://www.linkedin.com/in/samin-rizvi-327621223/>

OVERVIEW

Leadership: Critical Thinking, Presenting, Project Management, Soft Skills, Vendor Management, Documentation Lead
Technical Skills: Financial Reporting | GAAP Compliance | Oracle NetSuite ERP | Invoice Processing | Invoice Creation | Bank/Account Reconciliation | Reporting & Documentation | Client Relations | FP&A | Advanced Excel |

PROFESSIONAL EXPERIENCE

Technology Support Analyst (Co-Op), Oracle, Mississauga, ON January 2025 – May 2025

- Supported enterprise clients on Oracle NetSuite, executing critical updates to employee records, access credentials, and organizational data with a focus on accuracy and compliance.
- Delivered technical guidance and system support via multi-channel platforms (ticketing system, email, and phone), maintaining a resolution rate consistently above SLA benchmarks.
- Oversaw and prioritized a high volume of service tickets, leveraging workflow optimization tools and triage strategies to enhance operational efficiency.
- Partnered with cross-functional teams-including development, HRIS, and IT security-to diagnose and resolve complex technical issues, directly contributing to improved platform stability and customer retention.
- Played a key role in documenting support processes and identifying recurring pain points, leading to process enhancements that reduced repeat support requests by 12%.

Finance Intern (Co-Op), SinaLite, Markham, ON May 2024 – September 2024

- Investigated and resolved payment issues related to discounts, rewards, and billing errors, ensuring weekly timely payments across 50+ accounts.
- Efficiently processed, verified, and reconciled up to 20 invoices daily using Tipalti and NetSuite, ensuring 100% accuracy and adherence to company policies.
- Managed 4-5 corporate accounts, ensuring all expenses and transactions were accurately recorded and reconciled on NetSuite, contributing to the company's financial accuracy.
- Utilized NetSuite, Tipalti, and Excel to track daily financial transactions and generate detailed financial reports, improving reporting accuracy by 15%.

Finance & Tax Consultant Intern, PrimeTax Solutions, Toronto, ON January 2024 – April 2024

- Responsible for financial record keeping and maintaining various accounts using accounting software.
- Prepare T4s, T4As & ROE's and pension adjustments for year-end balancing.
- Assisting in all government reporting to the Canada Revenue Agency, Statistics Canada, and Service Canada.
- Prepare and submit employee tax and HST returns, as the customers require.
- Keep financial records and establish, maintain, and balance various accounts using manual and computerized bookkeeping systems.
- Ensure accurate and timely payroll processing and reporting requirements.
- Prepares, maintains, and monitors attendance records for salaried and bi-weekly, semi-monthly employees. Calculates, verifies, and corrects entitlement for vacation, new hires changes, terminations, severances, taxable benefit calculations, retirements, accruals, disability payments and authorized deductions, etc. for unionized and non-unionized staff members.
- Registering corporations, preparing tax returns and e-filing, preparing expense and income spreadsheets.

CERTIFICATIONS

Certified In Cybersecurity (CC), ICS2, Toronto, ON, Canada	In Progress
Tax Academy Course Certification, H&R Block, ON, Canada	In Progress

EDUCATION

Honors Bachelor of Commerce, McMaster University, Hamilton, ON 2021-Present
Relevant Courses: Managerial Accounting, Financial Accounting, Business Analytics, Macroeconomics, Microeconomics

ACADEMIC EXPERIENCE

Case Study Research Project, McMaster University, Oshawa, ON, Canada December 2023

- Spearheaded a four-member team, strategically implementing inclusive programming and establishing key external partnerships within the IT research domain.