

OBJECTIVE: To obtain an innovative and challenging employment as an accountant that will utilize my education and professional skills and offer advancement opportunity.

EDUCATION

Bachelor of Science Candidate, May, 2010

Southern Connecticut State University, New Haven, CT

Major: Business Administration

Concentration: Accounting

GPA 3.5

SKILLS

- Computer: Proficient in Microsoft Word, Excel, PowerPoint, and Access
- Software: Tax Wise, Quick Books, Life Line, SAP
- Language: Fluent Urdu
- Excellent technical writing and editing skills

HONORS

- Dean's List Spring 2006 – Fall 2009
- Delta – Mu – Delta Society

RELEVANT COURSEWORK

- Financial Accounting
- Intermediate Accounting I
- Intermediate Accounting II
- Managerial Accounting
- Auditing
- Accounting Information Systems
- International Accounting
- Federal Taxation

ACCOUNTING EXPERIENCE

Volunteer Income Tax Assistance (VITA), 2009 Tax Season

Chase School Waterbury, CT

- Prepared free income tax returns for low income households
- Read Federal Taxation for Individuals to keep up-to-date with tax laws
- Recorded and processed all tax returns filed daily
- Detected any errors or missing information on individuals tax returns

Children's Community School (CCS) Accounting Internship, 2009

Waterbury, CT

- Performed accounts receivable functions for the tuition receivable account
- Assisted with accounts payable and payroll
- Recorded donations into Life Line software
- Organized files for future audits

WORK EXPERIENCE

Peer Counselor

Southern Connecticut State University- New Haven, CT July 2008 and July 2009

- Guided borderline incoming freshmen to successfully pass a 5 week summer program
- Tracked each student's progress throughout the 5 weeks
- Reported any problems concerning the behavior or academics of the student