

OBJECTIVE: Seeking a position that will take full advantage of my background and education in field of Finance/MIS and interpersonal skills to offer me the opportunity for higher level of responsibility and professional growth.

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2014
Majors: Finance and Management Information Systems (MIS)
GPA: 3.09

MIS Completed Courses: Accounting Information System, Digital Design and Innovation, Data Analytics, Information Systems in Organizations, Lead Global Digital Projects, Data-Centric Application Development: PHP

Finance Completed Courses: Investments, Financial Statement Analysis, International Finance, Real Estate, Corporate Finance I & II, Seminar in Fin Management

EXPERIENCE: Canon Business Process Services Inc@CHOP, Philadelphia, PA May 2012- Present
Materials Distribution Technician Floater/Customer Service Representative

- Manage distribution of prescription medicines to 200+ customers per day
 - Answer phone calls from nurses and take orders and provide information of the products
 - Utilize a database to receive, count manger inventory and process daily prescription medicine shipments and assess them for damage
 - Close orders using Lawson system and ensured deliveries contained the correct products.
 - Perform troubleshooting techniques for computer and printing problems.
- Tools Used:** Lawson system and Par-Excellence

Mesa Technical Associates, Inc., Moorestown, NJ May- August 2013
Data Analyst Summer Intern

- Support telecom installation projects for customers like Sprint, Clearwire, Verizon, and others
 - Process, review and verify accuracy of information provided by field technicians
 - Making files compatible to customer reporting Sterra software
 - Provide support to technicians in the field via email or phone
- Technologies Used:** MS Access, Microsoft Excel, and Sterra software

Banwait Enterprises, Inc., Philadelphia, PA June 2010 – March 2013
Associate Team Leader

- Supervised daily operations for a retail concession serving 400+ customers daily
 - Reconciled daily \$1000+ deposits, handled opening and closing security, supplies inventory and order worksheets
 - Resolved customer complaints and schedules 5 crew team for daily operation
 - Provided invoiced to customers with a detailed summary of the work they had completed by the shop
 - Account for payrolls and expense registers and prepare and maintain daily financial records
- Independent Projects:**
- Inventory Management: MS-Excel project to automate analysis of inventory and sales

INFORMATION SYSTEMS PROJECTS:

- Database System Design and Data Analysis for Business Process Improvement:
 - Hands-on experience with tools such as MySQL and SAS Enterprise Miner to manage data and discover trends in analytical data stores using data mining techniques
- Digital Design and Innovation Team Project for Consultants:
 - Collaborated in six-member group as a business analyst to prototype a solution for consulting firm for time tracking and travel management during client sites visit. Tools Used: Justinmind Prototype

SKILLS:

Database Management: MySQL Workbench, Microsoft Access

Software: SAS Enterprise Miner, Microsoft Office Suite, Microsoft Project, Justinmind Prototype, WordPress, HTML, SAP Training, Google Analytics, MYSQL query, PHP, SharePoint, Microsoft Office 365

Operating Systems: Windows XP/Vista/7/Mac

Languages: English, Punjabi, Hindi, and Urdu

ACTIVITIES & AWARDS:

- Member, Association of Information Systems (AIS), Spring 2012-2014
 - Member, National Honor Society Phi Theta Kappa, Delaware County Community College, 2010-2011
 - Honor Roll and President's List, Delaware County Community College, Fall 2009-2011
 - Recipient, the Foundation of the Delaware County Chamber Special Recognition Award, 2008
 - Distinguished Performance, Volunteer at Sikh Gurdwara, Upper Darby, PA
- Project:** Campaign to educate Sikh youth in Sikhism