

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: Dec 2015
Major: Accounting
Major: Finance
GPA: 3.85, Dean's List: Fall 2013

DELAWARE COUNTY COMMUNITY COLLEGE, Media, PA
Associate of Business Administration, Graduated May 2013
GPA: 3.94 (High Honors), President's List: Fall 2010- Spring 2013

ACTIVITIES:

- Beta Alpha Psi, Spring 2014
- Member, Phi Theta Kappa (Honor's club), Delaware County Community College, Fall 2011 – Present
- Academic Excellence Award in Business Administration, Delaware County Community College, May 2013
- Member, Latin Flavor club, Delaware County Community College, Fall 2011- Spring 2013
- Member, Intercultural club, Delaware County Community College, Fall 2011- Spring 2013
- Tutor, various subjects, Delaware County Community College, Summer 2011- Spring 2012

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA October 2013 – Present
Financial Analyst, The Intergenerational Center

- Handle 80+ cash and check disbursements weekly and maintain check logs
- Audit expense reports for Assistant Director of Finance
- Create memos to be sent to Accounts Payable Department once a week
- Assist with office administrative tasks such as filing and answering phones

ETERNITY FASHION, Upper Darby, PA May 2011 – August 2013
Customer Service Associate

- Provided customer service assistance for selling shoes and designer bags to 150+ customers a week.
- Processed 50 - 60 customer orders daily, responded to customer inquiries, updated inventory

DELAWARE COUNTY COMMUNITY COLLEGE, Media, PA
Lab Assistant, Chemistry Lab June 2012 -May 2013

- Performed experiments and set up 10 labs a day
- Prepare solutions twice a week and ordered the necessary equipment

SKILLS:

- Microsoft Excel, HTML
- Hindi, Punjabi- Fluent