

Krishana Parikh

community.mis.temple.edu/krishanaparikh

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2022
Major: Management Information Systems | Minor: Marketing

SELECTED COURSES:

Business Seminar I	Leadership and Organizational Management
Macroeconomic Principles	Information Systems in Organizations

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2018 – present
- Member, International Business Association

INFORMATION TECHNOLOGY SKILLS:

Web Development: TML, CSS, WordPress, Google Analytics

Data Analytics: MySQL, PostgreSQL

Operating System: Windows XP/7/8/10

Software: Microsoft Word, PowerPoint, Excel, Access, Dreamweaver, Adobe Acrobat, Microsoft Powerpoint, Adobe Photoshop

EXPERIENCE: CAMPAIGN FOR WORKING FAMILIES, INC., Philadelphia, PA
Nov 2019 - Present

Intern

- Preparing and filing tax return and work papers for individuals
- Consulting with clients, reviewing their tax information, and responding to questions and concerns.
- Reviewing financial records, income statements, and expenditures
- Maintaining accurate and up-to-date client records

TEMPLE UNIVERSITY BURSAR'S OFFICE, Philadelphia, PA

Aug 2018 - Present

Student Worker

- Contribute to team effort by accomplishing related results as needed
- Carrying out administrative duties such as filing, typing, copying, scanning, etc.
- Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies
- Answer and direct phone calls

REDNER'S MARKETS, Bensalem, PA

Aug 2018 - May 2019

Cashier

- Greeted and assisted customers upon entrance, answered their questions, helped them locate items and provided advice or recommendations
- Operated computerized cash register with 100 percent accuracy of transactions
- Processing refunds and exchanged and resolved complaints
- Accepted payments, ensured all prices and quantities are accurate and provided a receipt to every customer

SKILLS & LANGUAGES:

- Certified in MOS Word
- Creating Database using PostgreSQL
- Creating and designing webpages using Dreamweaver
- Java programming language
- C++ programming language
- HTML programming language
- Advanced in English, Gujarati and Hindi