

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, and Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2016
Major: Accounting with minor in Finance
GPA. 3.17 fall 2013

ACTIVITIES AND AWARDS:

- Beta Alpha Psi, spring 2014
- Member of the Ascent SPO, Temple University, spring 2014
- PNC- Excellent customer service, December 2013
- Member of an Indo-America club at MCCC, fall 2012- present
- Member of SGA club, Spring, 2012
- PNC- Award of Employee Of the Month, November 2012
-

EXPERIENCE: VITA, Ambler, PA January 2014-Present
Volunteer

- Provide high-quality assistance to all taxpayers.
- Prepare taxpayer's return based on information provided by the taxpayer or answer tax related questions.
- Prepare tax returns using electronic filing software.

DUNKIN DONUTS, Willow Grove, PA April 2010- Present
Assistance Manager

- Schedule staff hours and assign duties.
- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Recruiting, selecting, orienting, training, assigning, scheduling, coaching employee.

PNC BANK, Jenkintown, PA July 2012 - August 2013
Teller

- Provided banking services to 250 + customer per day, including handling cash, credit and check transactions.
- Opened new money market accounts and educated customers about bank products.
- Processed deposits, certified checks and cash advances up to 100,000.

SKILLS:

- Microsoft office- excel, word, access and power point.
- English, Hindi, Gujarati- Fluent