

## Sumit D. Patel

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: December 2015**  
**Major: Finance**  
**Minor: Healthcare Management**

ACTIVITIES: Member, Bochasanwasi Shri Akshar Purushottam Swaminarayan Sanstha, 2006 - Present  
Participant, Walkathons, 2006 - Present  
Volunteer, Health & Wellness Days, 2006 - Present  
Fundraiser, Humanitarian causes, 2008- Present

EXPERIENCE: SCHWARTZ KALLISH & COMPANY, Bensalem, PA May 2013- September 2013  
**Assistant**

- Scanned over 500 + tax returns and other tax related forms, so that the accountants have them electronic.
- Reconciled deposits on QuickBooks monthly.
- Recorded daily cash entries for companies.

\$10 CLOTHING STORE, Philadelphia, PA Summer 2004- Summer 2008

**Casher & Stocker**

- Collected cash payments from customers and provide the customs with change and their receipts.
- Assisted the owner with merchandise placement on the floor and inventory.
- Managed the cleanliness of the store every week.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, Power Point
- QuickBooks
- CPR Certification, 2013
- Gujarati – fluent