

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016**Major: Accounting** / Minor: Management Information Systems

GPA: 3.54 Dean's List: Spring 2013

Anticipated Graduate Program: Master of Accountancy, August 2017 | Total expected credits: 150**ACTIVITIES:**

Manager, Pottsgrove High School Boys Basketball Team, November 2008 – March 2011

Manager, Pottsgrove High School Girls Tennis Team, August 2011 – October 2011

Member, Ascend, 2013 – present

Participant, PwC Case Challenge Competition, October 2013

Participant, ParenteBeard Summer Spotlight Program – 3 Day Program, July 2013

Member, PICPA, 2014 – present

Participant, 2014 PICPA Leadership Academy

Member, Toastmasters International, Fall 2014

EXPERIENCE:

ELLISON NURSING GROUP, Fort Washington, PA

May 2014 – June 2014

Office Assistant

- Conducted 2 month project in six weeks saving company time and resources
- Informed and followed up with employees regarding company policy changes
- Developed and audited employee timesheets to ensure compliance with State Department of Public Welfare

ALLIED BARTON, Malvern, PA

August 2013 – Present

Security Officer

- Work in teams of 6 to patrol 3 of Siemens corporate offices
- Serve as general security presence to insure safety of life and property
- Manage reception area to oversee employee and guest arrivals and departures from site

TEMPLE UNIVERSITY MEN'S BASKETBALL, Philadelphia, PA

Student Manager

October 2012 – Present

- Participate in workouts with 1-3 Division I players to improve player development
- Responsible for ensuring all equipment is accounted for and maintained
- Record statistics during practice to provide coaches with information to improve team development

CARMIKE CINEMAS, Pottsgrove, PA

Seasonal May 2012 – January 2014

Usher

- Maintain 12 theaters before and after show to ensure positive customer experience
- Serve as customer service representative rotating between ticket sales and concessions as needed
- Monitor theaters to ensure a safe environment for customers

SKILLS & LANGUAGES:

Microsoft Office – Word, Excel, PowerPoint, Access

Urdu and Hindi – Fluent