

YASIR M. MUGHAL

1129 Levick Street | Philadelphia, PA 19111 | Yasir.Mughal@temple.edu | <http://www.linkedin.com/in/ymughal> | 215-820-4510

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, December 2014

Major: Risk Management and Insurance

Scholastic Averages: Overall GPA – 3.5

Honors and Activities:

Gamma Iota Sigma Professional Risk Management, Insurance and Actuarial Science Fraternity, Fall 2012 – Present

- Membership with Academic Distinction, Fall 2012 - Present
- Actuarial Science Career Development Committee, Fall 2012 – Spring 2013

Mentor, Fall 2012 – Present

Temple Scholarship, Fall 2012 – Present

Horatio Alger Scholarship, Fall 2010 – Present

EXPERIENCE:

AmeriHealth Caritas Family of Companies, Philadelphia, PA

Inventory Management Specialist Intern, June 2013 – Present

- Researched, analyzed and compared the Wasp Inventory Control System with Number cruncher, ASAP Systems, and MS Access Inventory Template, within a certain budget.
- Tested various Wasp Inventory Control features such as process PO and pick orders, auditing, automatic email alerts, defects, documents, collaboration, dashboards, backup, restore, import and export, and other inventory requirements
- Provided personal one-to-one training to all the warehouse employees on the Wasp Inventory Control System.
- Team lead for 16 interns for the Interns on a Mission program. Lead the planning, design, and implementation of activities for a *Wellness Breakfast* and wellness events for the families of Project H.O.M.E. (*Housing, Opportunities, Medical, and Education*) for three sites and 80 attendees.
- Developed and managed supplier relationships, developed communication for requests from suppliers for financial contributions and budget planner. Coordinated team meetings, served as the liaison with the Human Resources and Corporate Communications project managers.

Dunkin Donuts, Philadelphia, PA

Administrative Associate, January 2011 – Present

- Performed bookkeeping and accounting responsibilities, such as payment processing, bank deposits, and payroll.
- Analyzed balance sheets for performance and compare with revenues from previous time periods.
- Trained new employees to function independently while maintaining a high level of store performance, learn and implement monthly promotional sales personally and by training other employees.

AmeriHealth Caritas Family of Companies, Philadelphia, PA

Sourcing Analyst Intern, June 2012 – December 2012

- Utilized Microsoft and PeopleSoft applications to manage financials and other needs.
- Assisted with the implementation of the Vendor Management System (VMS) project; analyze AmeriHealth Caritas's postage services to develop a cost reduction strategy for overnight shipments.
- Negotiated and fully executed the Business Associate Agreements (BAA), Consulting Agreements, Statement of Works (SOW), and Master Service Agreements (MSA) for requested diversified suppliers.

SKILLS & EXPERTISES:

- Natural Leadership
- Project Management
- Flexibility/Adaptability
- Motivation/Initiative
- Microsoft Office Suite 2010
- PeopleSoft Oracle

WILLING TO RELOCATE *East Coast*