

MBA ACCOUNTING

14 Reid Avenue Port Washington, NY 11234 (516) 666-6666 name@gmail.com

SUMMARY

MBA in Accounting candidate with an undergraduate degree in Accounting and Finance. Previous internships in an Audit Department of a private accounting firm and in the Accounting Planning Department in a bank. Seeking a position in Accounting or Audit.

EDUCATION

Frank G. Zarb School of Business, Hofstra University
MBA in Accounting, December 2016, GPA: 3.67

Hempstead, New York

London University, Business School of Economics
Bachelor of Science in Accounting and Finance, June 2013, GPA: 3.65

Uxbridge, London

BUSINESS PROJECTS

- “Starwood VS Marriot”: Researched and analyzed *Starwood* and *Marriot’s* financial statements and used ratios analysis to forecast future organizational performance and discussed industry comparisons
- Undergraduate dissertation “*Factors Influencing merger and Acquisitions in Telecommunication Industry in Europe*”. Evaluated whether pre-acquisition performance, free cash flow and organization age had impacts on the increase of return on assets. Utilized multiple regression and statistical analysis to predict on independent variables

PROFESSIONAL EXPERIENCE

Tabrizchi & Co., CPA, PC. Garden City, NY
Audit and Analyst Intern

Jan 2016 - Jun 2016

- Prepared work papers and wrote audit results using accounting and auditing technologies
- Automated a manual process and reduced processing time by 20%
- Collated, checked and analyzed spreadsheet data of local Water Authority Company
- Ensured the financial reports were records are accurate and reliable

Bank of Xinxiang, China, Xinxiang China
Accounting Assistant

Sept 2014 - Apr 2015

- Prepared and posted journal entries, reconciled ledger accounts
- Monitored day to day transactions to maintain the minimum balance of money required
- Closed branch books at month-end and posted adjustment entries
- Prepared monthly financial reports, provided them to management for review
- Assisted in preparing financial statements including income statements, balance sheets, and cash flow statements
- Communicated with tax department and provided them the necessary financial information about the organization

LEADERSHIP ACTIVITIES

- Tax Preparer, Volunteer Income Tax Assistance (VITA), January- April 2016
- Teaching and Research Assistant with Dr. Ebrahimi-SUNY Old Westbury, January 2015
- Supervisor in Public Resident Safety Program, June 2014-September 2014
- Secretary in Hofstra Business Society “Zarb Women in Business”
- Hofstra Accounting Society “Beta Alpha Psi”

SKILLS

- **Software:** QuickBooks, Microsoft Word, PowerPoint, Excel, Outlook, Minitab, Advanced Research, Databases, Windows O/S, Macintosh O/S, Internet, Visual Basic for Applications
- **Languages:** Native in Mandarin, Fluent in English