**Kanza Jamil**

**Kingwood, TX 77345**

**281-702-5056 | Kanza.Jamil4@gmail.com**

**Skills**

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| * Proficient in Sage 100 * Microsoft Office Suite * Salesforce * POS | * Payroll Accounting * Directing teams * Recordkeeping skills * Fluent in Urdu |

**Experience**

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| \_ 01/2019 – 10/2021 | MYB Houston Investments, LLC － Houston, TX  Payroll Director   * Running a multi-state payroll for 15 companies with over 5,000 employees while maintaining all payroll related data * Handling and filing all tax related payments/issues including, 940, 941, SUTA, FUTA, Withholdings, W-2, etc. As well as monitoring all state and federal taxation requirements * Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions. |

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| 01/2018 - 12/2018 | DriveTime － Kingwood, TX  Sales Advisor   * Interacting with customers daily, making them feel comfortable, working out financing options, and collaborating with co-workers * Outbound calling, generating leads, scheduling appointments, answering questions and educating qualified leads about their options * Stayed up-to-date on latest trends in sales promotions, product updates and service changes. |

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| 08/2016 - 01/2018 | T-Mobile － Kingwood, TX  Retail Store Manager   * Overseeing all store functions, from sales to inventory to the implementation of new store programs and initiatives * Meeting sales quota on business to business sales. * Managed daily operations by completing purchasing, inventory control, merchandising and product distribution tasks. |

**Education and Training**

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| \_ | Kingwood LonestarAssociates: Business  Rice University Bootcamp |

**Certifications**

Currently obtaining Software Developer Certificate