

185-27 Henderson Ave | Hollis , NY 11423 | 631-805-2329 | kawsarhtc@gmail.com

LaGuardia Community College/CUNY September 2015 – August 2018
Long Island City, NY
Associate degree in Business Administration, August 2018

Dean's List – fall 2015 and spring 2016
 Recipient of Foundation Scholarship
 Road to Success Scholarship - Spring 2016 and Fall 2016

ARA Research and Consultancy
Kuwait City, Kuwait
Mystery Shopper

- Survey luxury brands outlets and present reports.
- Survey bank services (Teller, CRO, CSO) and analyze the behavior of representatives.
- Make personal contacts and survey over the phone for customer services.

Burger King®
Hawalli, Kuwait
Intern

- Assisted customers with orders and answer customer inquiries about products and services
- Responsible for Managing Shift Schedules
- Assisted Manager preparing inventory tracking and sales reports using Excel

Premium Sweets Restaurant
Queens, New York.
Waiter

Panahar Indian Restaurant
Queens, New York
Assistant Manager
September 2016 - March 2017

Mirch Grill and Clay Oven
Queens, New York
Waiter
September 2017 - April 2018

Skills and Interests

Accounting: Knowledge of accounts receivable, accounts payable, general ledger, financial statements, and cash flow.

Computer: Microsoft Word, Excel, Access, PowerPoint, Internet Research

Languages: Fluent in Three Languages (Arabic, English and Urdu)

Extracurricular Activities

Member of the Bangladesh Student Association and the Finance Club of LaGuardia Community College