

NABIA M. KALIA

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OBJECTIVE

To obtain a challenging internship in IT or relating fields utilizing skills and experiences in compliance, integration and sales. Interests include data management/analysis, development, clouding computing, and information security, among others.

EDUCATION

Bachelors of Science in Computer Information Systems

Dec 2017

University of Houston- Houston, TX

- Overall GPA: 3.83

RELEVANT COURSEWORK

- Intro to Computer Application Technology
- Information Technology Hardware & Systems Software
- Fundamentals of Information Security
- Intro to C++ Programming
- Internet Application Development
- Information Systems Application Development

PROFESSIONAL EXPERIENCE

Regulatory Compliance Clerk, Schlumberger Technology Corporation, Sugar Land, TX

Sept 2015- Present

- Developed and maintain HTML page for Schlumberger Explosive Licenses, maintain other webpages related to Radiation & Explosives department.
- Maintain databases for RSO/ESO/Site manager, and active/inactive radiation sources for Schlumberger location around the world.
- Organize and maintain files for employee clearances, active/inactive employees, training tests & certifications, correspondences, and radiation/explosives licenses. Ensure all employees are cleared and all proper paperwork has been filed.
- Maintain correspondence records through SharePoint and sent correspondence out via FedEx & DHL.
- BATFE and NRC cleared.

Product Integration Specialist, TransNet ATM Solutions, Houston, TX

Sept 2013- Aug 2015

- Oversee the circulation of \$300,000 in over 15 company-owned ATM machines, by recording daily activities, scheduling money to be picked up at various banks, and scheduling replenishments as needed.
- Worked with lead accountant to monitor accounts, and generate monthly statements and checks for 80+ merchants using QuickBooks. Maintained book balances for checking and savings account transactions.
- Prepared monthly reports for cash circulation balances, replenishment expenses, chargebacks and missing funds.
- Conducted first-line maintenance over the phone for ATM issues and errors, ensuring all problems be resolved within 24 hrs.
- Set up new accounts, by ordering ATM machines, shipping to location, contacting technician, making work order, and overseeing machine set-up.

Cashier/ Sales representative Accessory Depot, Houston, TX

Sept 2012- June 2013

SKILLS

- Programming Languages: Proficient in C++, Java & HTML/CSS/Bootstrap 3.0/PHP
- IDE: MS Visual Basics, IntelliJ
- Computer Skills: Efficient in Microsoft Office programs, Adobe Photoshop, & Intuit QuickBooks
- Certifications: OSHA, Lean Six Sigma Yellow Belt
- Bilingual: Fluent in Urdu/Hindi

EXTRACURRICULAR

- Volunteer Coordinator: Circle K International- 2016-Present; Member: 2015-2016
- Member: Helping Hand USA- 2013- Present