

# Sabeeh Qureshi

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## EDUCATION

**New Jersey Institute of Technology** **Newark, NJ**  
**B.S. Business Information Systems** **Expected Graduation: May 2026**  
**Relevant Courses:** Intro to Information Systems, Fundamentals of Financial Accounting, Building Web Applications, Database Design/Management Applications, E-Commerce Technology, Computing Applications in Business, Analysis and Systems Design

## WORK EXPERIENCE

**Archon Incorporation** **Nutley, NJ**  
*Inventory and Accounting - Intern* **May 2024 - Present**

- Tracked and updated inventory using Excel to ensure real-time accuracy and support financial reporting, reducing discrepancies by 20% through strong attention to detail and data management skills.
- Generated shipping labels with tracking numbers and maintained organized records, improving delivery accuracy and supporting accounting processes through effective use of Excel and shipping software.

**Sillage of Hejaz** **Teaneck, NJ**  
*Fragrance Sales Specialist - CEO & Founder* **September 2024 - Present**

- Built and operated a self-managed fragrance business, leveraging local events and digital platforms to grow brand awareness and establish a loyal customer base.
- Achieved 100+ product sales through direct outreach, community engagement, and targeted social media campaigns, demonstrating strong marketing and communication skills.
- Tracked sales and inventory using Excel to monitor performance trends, optimize stock levels, and inform strategic purchasing decisions.

**East Coast Parking** **Belleville, NJ**  
*Valet Driver* **September 2023 - May 2024**

- Provided efficient valet parking and retrieval services in high-traffic environments, ensuring vehicle safety and delivering outstanding customer satisfaction.
- Maintained a polished, courteous presence by greeting guests, opening doors, and creating a smooth, welcoming experience from arrival to departure.

**Bergen County Islamic Center** **Hackensack, NJ**  
*Instructor* **October 2021 - Jan 2022**

- Taught children ages 5–15 weekly, simplifying Islamic principles and teachings to enhance understanding and engagement across age groups.
- Fostered a positive and inclusive classroom environment by tailoring lessons to developmental levels and encouraging active participation.

## LEADERSHIP EXPERIENCE

**Faith-Based Leadership Role** **Teaneck, NJ**  
*Imam* **2017 - Present**

- Led nightly Taraweeh prayers for congregations of 100+ during Ramadan at multiple mosques.
- Recognized and invited by various communities for consistent leadership and strong recitation.
- Demonstrated discipline, public speaking, and responsibility in high-trust religious settings.

## PROJECTS

- Built a wellness website using HTML/CSS to deliver curated nutrition and fitness content with a focus on usability and accessibility.
- Created a publicly accessible online resume hosted through Amazon CloudFront and backed by an S3 bucket for static website hosting. <https://d3myu476yh83eg.cloudfront.net/>

## SKILLS

- Technical Skills/Tools:** Python, HTML, CSS, Javascript, SQL, SAP, GitHub, Excel, Playwright testing/configs, reactjs, Figma,
- Soft skills:** Teamwork, Adaptability, Memorization, Public Speaking, Sales

## Achievements and Awards

- Athletic Achievement:** Kukkiwon TaeKwonDo Black Belt Certificate (September 2008- Present)
- Academic/Religious Achievement:** Holy Quran Memorization (Darul Islah Hifz Academy) (September 2014-June 2017)