
Qualification Summary

I am a licensed Real Estate Agent dedicated to giving clients professional service and honest advice. I am also knowledgeable in QuickBooks and ADP RUN, Accounts Receivable/Payable tasks, financial reconciliation and creating PNLs. I have been able to adapt based on circumstance and make critical decisions when required on numerous occasions. My strong work ethic and ability to strive on multiple occasions has led me to being recognized for exceptional leadership qualities ultimately resulting in my promotion to higher positions.

Education

Queens College. Flushing, NY Currently Ongoing
Bachelor of Arts in Business Administration (B.A.)

Bard College. Annandale-on-Hudson, NY May 2011
Associate of Arts and Science (A.A.)

Professional Experience

Urban Living International. Midtown Manhattan, NYC Area October 2018 – Present
Licensed Real Estate Salesperson

- ❖ A focus on short-term furnished rentals in Manhattan and Brooklyn.
- ❖ Hold open houses and meet with clients as scheduled to view apartments.
- ❖ Communicate effectively with owners, tenants, and associates.
- ❖ Create virtual tours of furnished apartments using the Matterport software and equipment
- ❖ Update company database by reaching out to owners regarding any changes or status of apartments.
- ❖ Employ customer satisfaction and follow up efforts above and beyond to ensure clients return.

Razi School. Woodside, NY September 2019 - Present
Computer Teacher – Employed Full Time

- ❖ Teaching an introductory course in computer science with a concentration in Microsoft Office and Web/App development to 4th – 12th Grades.

The Halal Guys Franchise Inc. Astoria, NY July 2014 - December 2017
Corporate Project Manager – Employed Full Time
Office Manager Responsibilities:

- ❖ Organize and maintain office procedures and operations, such as sorting mail, filling, record maintenance and scheduling appointments.
- ❖ Maintain telecommunication by answering customer questions and directing incoming calls appropriately.
- ❖ Review and approve any purchase pertaining to office supplies, equipment, and electronics.
- ❖ Reserve travel and hotel accommodations for company employees.
- ❖ Made large weekly cash deposits at Bank of America and signed off on Dunbar Armored Service pick-ups and drop-offs.
- ❖ Made computerized advancements to the then current method of invoicing by constructing a new invoicing system using Excel Formulas and integrated worksheets to reduce human error and provide a more user-friendly system.

Accounting Responsibilities:

- ❖ Scan and log daily invoices into QuickBooks online system.
- ❖ Generate weekly vendor reports, print checks accordingly using QuickBooks online and mail them out.
- ❖ Prepare and process weekly payroll spreadsheets through ADP RUN for approximately 150 employees.
- ❖ Generate weekly reports from NCR Aloha sales platform that calculates each Franchisee's payment amount due.
- ❖ Set up new Franchisees on the Bank of America CashPro Platform and generate weekly ACH Royalties and Marketing payments from all The Halal Guys Franchisees using the BOA CashPro Online Platform.

Other Responsibilities:

- ❖ Perform initial setup and maintenance of all corporate technological equipment. This includes computers, printers, back-up servers, biometrics access systems, DVR and NVR Security Systems.
- ❖ Assist in recruiting key members to the team by creating job posts and uploading them to recruitment sites; Perform initial screening of the applicants and initial interviews with the possible candidates.
- ❖ Assist the CEO and CDO in research for further development of the brand.
- ❖ Involved with the Marketing Department to provide updates to THG community.

ACM Trading Inc. Bronx, NY February 2012 - October 2014
Warehouse Manager- Employed Part-time

- ❖ Maintain facilities for city and state inspection standards.
- ❖ Purchase and maintain product and warehouse inventory.
- ❖ Log and release customer orders to respective customers.
- ❖ Assist in staff scheduling and payroll processing.
- ❖ Pay vendors and reconcile account summaries.
- ❖ Scan, log and alphabetically organize company files.

Skills/Certifications

Qualifying Certificate in Food Protection: Issued 08/2014 by The NYC Department of Health and Mental Hygiene
Advanced knowledge of the latest Microsoft Windows and Microsoft Office, with a concentration in Excel. Experience working with ADP RUN, QuickBooks Online, Plate IQ, Adobe XD and Acrobat DC, Oracle CRM, NCR Aloha, Revel Systems.
Ability to lead and delegate projects, events, and tasks with exceptional results. Highly organized and efficient. Excellent communication teamed with the ability to multi-task and develop rapport with peers and to manage with consistent and positive results.
Certificate of Rank Achievement, Nidan, 2009, GCI Karate, Shotokan