

HARVINDER SINGH REHAL

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PROFESSIONAL EXPERIENCE

HENRY SCHEIN, INC. • International Distributor of Healthcare Products & Services • Melville, NY

Credit Analyst Intern • Shared Services Department

July 2013 – July 2014

- Compile accounts receivable & credit aging reports from global subsidiaries & direct them when orders may be released
- Perform risk analysis & recommend credit lines based on customer's current financial status & plans for growth
- Create weekly cash collection reports to determine A/R turnover & net sales earned by manager & division
- Prepare monthly reports such as Cash Collection Summary, Finance Charges, Aging by Division, Bad-Debt Write-Offs
- Oversee & analyze System Automated Pending Release information through JDE system & update reports daily
- Maintain monthly portfolio of Z Write-Offs (uncollectible invoices and finance charges) from collection accounts
- Process daily Automated Clearing House, touchtone & web credit card declines
- Advise to upper management & the senior financial analyst with updated figures, statistics, evaluations & recommendations
- Assist and facilitate with special projects and hands-on tasks as assigned

HOFSTRA UNIVERSITY PUBLIC SAFETY • On-Campus Security • Hempstead, NY

Public Safety Officer

November 2011 – December 2013

- Partner with The Department of Public Safety & Hofstra students, faculty & staff to maintain a safe campus
- Ensure understanding & adherence to campus parking regulations

VIACOM MEDIA NETWORKS • Spike • New York, NY

Production Management Intern • Spike TV

February 2013 – May 2013

- Provided overall administrative support to production teams
- Contributed to the business & operational aspects of Spike's on-air promotions production department
- Assisted in production & integrated marketing promotional shoots with diverse vendors (Taco Bell, Gas-X)
- Acted as a liaison between Spike, Viacom Inc. & other agencies
- Archived various documents such as invoices, time sheets, employee applications, budget requests, etc.

MIKE FINN PRODUCTIONS • Production Services Company • Coeur D' Alene, ID

Crew Member

August 2011 – May 2012

- Prepared lighting & electrical work for three large festivals: Electric Zoo, Jingle Ball Festival & Hot 97 Summer Jam

EDUCATION

HOFSTRA UNIVERSITY • Frank G. Zarb School of Business • Hempstead, NY

May 18, 2014

B.B.A. Cum Laude • Finance • Minor • Music • Cumulative GPA 3.70 • Finance GPA 3.90

ASSOCIATIONS & ACTIVITIES

LONG ISLAND REAL ESTATE GROUP • Long Island, NY

February 2014 – April 2014

HOFSTRA UNIVERSITY ACTIVITIES

FINANCIAL MANAGEMENT ASSOCIATION

September 2013 – May 2014

NIPPON CULTURE SOCIETY

October 2013 – May 2014

HOFSTRA BUDDHISM CLUB

September 2013 – May 2014

WRHU RADIO HOFSTRA UNIVERSITY 88.7 FM • Disc Jockey/Engineer

February 2012 – May 2014

STUDENTS FOR A GREENER HOFSTRA • Treasurer

September 2012 – May 2013

VOLUNTEER EXPERIENCE

HABITAT FOR HUMANITY • International NGO/Non-Profit Housing • NYC/Suffolk County, NY

June 2014 - Present

HENRY SCHEIN CARES FOUNDATION, INC. • Back to School Program • Melville, NY

August 2013 – July 2014

GOGGLEWORKS CENTER FOR THE ARTS • Non-Profit Interactive Arts Center • Reading, PA

June 2012 – August 2012

OPPORTUNITY HOUSE • Multi-Service Childcare & Independent Living Center • Reading, PA

June 2010 – August 2011

AWARDS & RECOGNITIONS

Beta Gamma Sigma International Honor Society for Business Students • Provost's List • Dean's List • Corporate Development Academic Scholarship • Merit-Based Academic Scholarship • Rotary International Member (2010-2012) • Hofstra Hall Council (2011) • InterAct Rotary Club (2009-2010) • Camp Neidig Rotary International Leadership Camp Member (2009) • Animal Rescue League of Berks County Donor • Wilson High School Mascot