

MALENIE JAGMOHAN
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OBJECTIVE: To secure an entry level accounting position that will enable me to provide a positive contribution to the organization's future and growth while gaining work experience, knowledge and abilities.

PROFILE: • Computer Skills: • MS Word • Excel • Outlook • PowerPoint • Lotus 1, 2, 3
• MS Access • QuickBooks • Elite/Emphasys (PHA)
• Ability to work under pressure individually and in a team environment while multi-tasking and prioritizing.
• Current key responsibilities – A/P & A/R data entry, organizing, analyzing and researching.

WORK EXPERIENCE:

Jan 2015 – Present Jersey City Housing Authority Jersey City, NJ

Accounting Intern

- Perform clerical duties which include data entry, scanning, organizing, mailing, sorting, filing, phone calling and answering & fax related duties.
- Sort and organize through bills and bank statements for the Accounting Dept.
- Analyze and process utility bills, (i.e. PSE&G, Water, AT&T and Verizon Bill). Then print monthly AP batches for posting.
- Enter invoices, purchase orders and bills on Accounts Payable module of the Elite/Emphasys accounting software.
- Sort and identifies batches for the Rent Collection Account. Record various checks, money orders and subsidies/funding received/deposited by entering data on Accounts Receivable module of the Elite/Emphasys accounting software.
- Assist the Accounting Department and Comptroller on other various projects duties including but not limited to Accounts Payable/Receivables, General Ledger and Auditing.

Sept 2014 - Dec 2014 Absolute Events by Corrine Jersey City, NJ

Accounting Intern

- Run P & L Reports
- Set up current clients and vendors provided
- Entered income and expense information
- Set up relevant categories for logging income and expense.

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• Feb 2004 - May 2004 Montefiore Medical Center Bronx, NY

• **Accounting Intern**

- Made adjustments to budget
- Made debit/credit entries
- Filling and Copying

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• **EDUCATION:**

- Jan 2012 – Present New Jersey City University Jersey City, NJ
- Major: Accounting GPA: 3.48 Expected Graduation: Jan 2016
- Dean's List: Fall 2012 & 2014, Spring 2014 & 2015 and Member of The National Society of Leadership and Success

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- June 2004 Borough of Manhattan Community College New York, NY
 - Associates of Science Degree in Accounting

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- **REFERENCE:** AVAILABLE UPON REQUEST