

AQSA NAVEED

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OBJECTIVE

To secure an entry- level accounting position that utilizes and challenges my academic and professional experience.

STRENGTHS

- Excellent communication and organization skills; Self- motivated; Team player; Detail oriented; Fast learner and adaptable

EXPERIENCE

United Accounting and Tax Services—NJ- Tax Intern

2015- Present

- Assist in preparing federal and state income tax returns for qualifying clients
- Analyze clients data to determine reportable items of income and expense
- Organize and maintain client documents
- Complete administrative tasks (answering the phone, making copies, scanning, filing)

VITA—NJ- Volunteer

2014- Present

- Have completed the basic tax certification by IRS to provide free income tax returns to eligible taxpayers
- Establish public trust, provide top quality service, and uphold the highest level of ethical standards
- Prepare error-free income tax returns by following proper tax laws and regulations

LensCrafters--NJ- Eyewear Consultant

2012 - Present

- Provide exceptional customer service by assisting clients choose the best frames and lenses while meeting budget and time requirements
- Process transactions accurately by calculating proper discounts or applying insurance benefits
- Complete and submit credit applications when necessary
- Issue invoices to clients
 - Resolve customer inquiries and complaints
 - Answer phone calls and provide administrative support
 - Perform work efficiently and thoroughly working in a fast paced environment
 - Recognized for providing outstanding customer service company-wide and a Platinum Member of President's Club

Lubna Boutique--NJ- Sales Associate/ Account Assistant

2007 - 2010

- Addressed customers' concerns and helped locate specific merchandise according customers' needs
- Computed sales prices, applied discounts, and handled cash and credit payments accurately
- Monitored supply levels and reordered merchandise authorized by management
- Reported daily sales figures to management

EDUCATION

Rutgers Business School - Newark, NJ

Bachelor of Science in Accounting - 2014

G.P.A.: 3.52/4.0; Cum Laude; have completed 150 credit hours

RELEVANT COURSES

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|--------------------------------|----------------------------------|
| ▪ Financial Accounting | ▪ Computer Augmented Accounting |
| ▪ Managerial Accounting | ▪ Auditing |
| ▪ Intermediate Accounting I&II | ▪ Management Information Systems |
| ▪ Cost and Quality Management | ▪ Federal Taxation |
| ▪ | ▪ |

- **SKILLS**
- Operating Systems: Microsoft Windows 2000, XP, Vista and Windows 7
 - Software: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Familiar with Quickbooks, Taxwise, and Drake Tax Software
 - Languages: Fluent in English, Urdu, and Hindi; basic Spanish knowledge
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- **References Furnished Upon Request**