

Farrah Ahamad

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EDUCATION

Boston University School of Management; Boston, MA
Bachelor of Science in Business Administration, May 2011

- Concentration in International Management, Minor in Political Science

Cumulative GPA: 3.43

Activities/Honors

- Dean's List at Boston University since Spring Semester 2008
- Public Relations Representative for Diversity in Management
- On the spearheading team currently in the process of launching the Council for Global Citizenship at BU
- Participated in the third annual Boston Area Model United Nations

EXPERIENCE

Guardian Asset Management; Port-of-Spain, Trinidad

June 2010- August 2010

Intern, Sales and Investments Departments

- Communicated with clients to relay information about specific activities regarding their accounts.
- Organized biannual statements to maintain communication about account activity.
- Reconciled statements daily for the firm's accounts to verify accuracy.
- Rotated among various departments to support time sensitive projects in order to meet clients' requests.
- Marketed investment options to potential clients by participating in face-to-face sales meetings.
- Analyzed investment decision methods with investment advisors and prepared Excel formulae.

House of Commons; Westminster, London, England

February 2010- April 2010

Intern in the office of Dawn Butler, Member of Parliament and Parliamentary Minister

- Liaised between local and national Governmental agencies and constituents that contacted the office with various issues affecting them in their constituency.
- Compiled publications used in the election campaign and helped co-ordinate delivery on the campaign trail.
- Canvassed large areas of the constituency, talked to voters and listened to queries and complaints.
- Wrote letters, replies, invitations and requests on behalf of Ms. Butler to constituents and agencies.

South-West Regional Health Authority; San Fernando, Trinidad

June 2008- August 2008

Student Trainee, Finance and Communications Departments

- Coordinated and organized public health forums in teams of up to six people, including registration for up to 500 people, compilation of information packets and decorating.
- Prepared and compiled marketing and informational materials to be distributed to the public.
- Consolidated information released to the public about the organization, and rated whether the articles portrayed the organization as positive, negative or neutral.
- Reconciled bank statements in the finance department to be checked by internal auditors.
- Completed Excel spreadsheets for Department Manager, computing pension plans for other workers.

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Understand and read simple French

INTERESTS

- Playing the steel-pan, meeting new people, planning and organizing events, music