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|  | **AQSA NAVEED** |  |
| 6 Garrison Ave.  Jersey City, NJ 07306 |  | Cell: 551-998-5631  aqsab@rutgers.edu |

**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 Sciencein Accounting - 2014

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

**RELEVANT COURSES**

* Financial Accounting
* Managerial Accounting
* Intermediate Accounting I&II
* Cost and Quality Management
* Computer Augmented Accounting
* Auditing
* Management Information Systems
* 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

**References Furnished Upon Request**