**Malenie Jagmohan**

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**O B J E C T I V E:** 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.

**P R O F I L E:** ● 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.

**W O R K E X P E R I E N C E:**

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.

Feb 2004 - May 2004 Montefiore Medical Center Bronx, NY

***Accounting Intern***

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

**E D U C A T I O N:**

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

June 2004 Borough of Manhattan Community College New York, NY

Associates of Science Degree in Accounting

**R E F E R E N C E S: Available Upon Request**