**Education**: **Bachelor of Science, Finance** Dec 2015

University of Maryland at College Park College Park, MD

Robert H. Smith School of Business Overall GPA: 3.465

**Associates of Science, Business Administration** August 2013

Prince George’s Community College Largo, MD

Overall GPA: 3.6

**Work** **Paradyme Management, Inc.** Greenbelt, MD

**Experience**: Program Control Specialist 01/2015 – Present

* Preparation of financial internal/external reports (Annual Operating Plan, Waterfalls, Indicated Finals, EACs/ETCs, Spend-plans).
* Development of budgets and schedules for all federal government contract work.
* Analyze planned, budgeted and actuals financial data by project and roll-up to enterprise report.
* Prepares and/or presents Monthly Contract Report Deliverables
* Interface with the following departments: contracts, subcontracts, accounting, accounts payable, purchasing organizations, and pricing.
* Manage, maintain, and monitor subcontractor funding and expenditures.
* Ensure compliance with all Paradyme policies, internal controls, disclosed practices and contractual requirements.
* Working knowledge of contract terms and conditions and ability to work hand-in-hand with contracts department.
* Provide direction and instruction to Billing Staff for preparation and submission of invoices.  
  Unbilled and DSO analysis with proactive actions to monitor, improve or maintain.
* Perform analyses and prepare reports in order to ensure that contracts are within negotiated and agreed-upon parameters and cost control guidelines.
* Provide support to meet corporate requirements will include development of quarterly estimates at completion and monthly financial reports.
* Participate in the preparation of budgets and schedules for contract work and perform and/or assist in financial analyses such as funding profiles, sales outlook, and variance analysis.
* Provide pricing and BOE support for Add-ons, Modifications, and changes to current programs.
* Assist and participate on proposal teams for new bids to include coordination with pricing, management, subk management, strategy, and staffing.
* Ensure adequate funding availability by maintaining accurate records of expenditures, and preparing expenditure projections, and working with Contracts to submit timely requests for additional funding to the government.

**Software Utilized**: Paycom, eFAACT(DCAA compliant system), Quickbooks, Accounting Workflow System.

Accounts Specialist 10/2013 – 01/2015

* Overseen Time Entry, Payroll, Accounts Receivable, and Accounts Payable to facilitate the processing of vendor and employee funds.
* Reconciled internal records with eFAACT, Quickbooks, ADP and Workflow system on monthly basis.
* Assisted with administrative functions of the corporate office.

**Software Utilized**: Insperity, ADP, eFAACT(DCAA compliant system), Quickbooks, Accounting Workflow System.

Intern 12/12 – 09/13

* Conducted data research
* Assisted in recruiting and project management
* Assisted in office routine tasks

**Prince George's Community College** Hyattsville, MD

Peer Leader 11/12 – 12/13

* Assisted instructors in teaching Standard American English
* Tutored students as needed
* Kept track of every student’s performance

**QI of Darussalaam** College Park, MD

Administrative Assistant 07/11 – 11/13

* Maintained good, productive contact with clients and staff
* Inputted data into the QuickBooks (invoice customers, receive payments, and keep track of all the accounts)
* Kept the backup of data in Database
* Assisted in all office procedures, planning and correspondence

**Software Utilized**: Quickbooks, MS Access Database

**Activities**: **UMD** **Primannum Honors Society -** Vice President of Finance 05/2015 – 01/2016

* Document expenditures
* Hold bi-weekly committee meetings
* Plan and execute fundraisers
* Communicate with advisors to ensure that adequate funds are present in the budget.

**Students Government Association** – President 2011

* Advocated for all the students
* Interacts with administration
* Resolved routine issues and conflicts between the students

**Skills**: **Computer**: Proficient in MS Office (Word, Excel, PowerPoint, Access, Outlook), Web Surfing & Technical issues

**Languages**: English (fluent), Urdu (fluent), Hindi (conversational) and Punjabi (fluent)

**Certifications**: National Hospitality Federation Certification, Internet and Computing Core Certification, Microsoft® Office Specialist Certification, Certified in Customer Service, Bloomberg Pro Certification

**Others**: Peer Mediation, Event Planning, Member of International Honors Society (Phi Theta Kappa, Pi Sigma Alpha and Primannum)