

## **Adib Akram Khan**

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**Career Objective:** To leverage my education and expertise to obtain a challenging full-time position.

### **Education**

#### **Bachelor of Business in Finance**

**JAN 2015 - DEC 2018**

The University of Texas at Arlington, Arlington TX

GPA: 3.68

### **Technical Skills**

MS Excel, Word, PowerPoint, Access, Outlook, Adobe Acrobat, Windows XP, FCR

### **Relevant Courses**

Financial Investments, Financial Institutions and Markets, Financial Accounting, Business Finance, Financial Analysis, Financial Derivatives

### **Experience**

- **Kapp Chemie GMBH** **JAN 2013 - DEC 2014**  
**Financial Clerk**
  - Received and verified invoices and requisitions for the existing vendors
  - Verified transactions comply with financial policies and procedures
  - Prepared, verified, and processed invoices and coding payment documents
  - Provided data entry for invoices in order to process payment
  - Maintained listing of account receivable and payables
  
- **Fidelity Investments** **DEC 2019 - Present**  
**Senior Reconciliation Analyst**
  - Analyzed and reconciled position information between Fidelity and Custodian Banks
  - Proficiently communicated and collaborated with both internal and external business partners
  - Exhibited high quality leadership traits in managing business issues for the firm
  - Performed monthly audit deep-dive of positions across all funds
  - Used advanced functionality within tools such as Excel to carry out complex tasks in an efficient and timely manner
  - Researched, followed up and escalated daily breaks using internal softwares
  - Helped to onboard and mentor new team members

### **Honors and Activities**

- Represented Germany as a delegate in a debate program in Bangladesh model United Nations (BANMUN)
  - Awarded for being the best delegate amongst the group
- Volunteered in 'Jaago Foundations' to collect donations for the poor people in Bangladesh