

NAFIS PROTTOY

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PROFILE

Driven college student with experience in the fields of Information Systems and Accounting. Self-motivated learner, continuously pursuing complementary coursework on topics like coding languages, cybersecurity, and accounting technology. Currently looking to secure an internship in an innovative accounting/technology firm.

EDUCATION

Baruch College (New York, NY) **Expected Graduation: June 2020**
BS Computer Information Systems- Information Risk Management and Cybersecurity

Queens Borough Community College (Queens, NY) **Expected Completion Date: July 2020**
CUNY TechWorks Certificate Program
Web and Software Development

LaGuardia Community College (Long Island City, NY) **June 2015**
AS in Accounting

PROFESSIONAL EXPERIENCE

NEW YORK POLICE DEPARTMENT 108 PRECINCT, Long Island City, NY **June 2015 – Present**
Volunteer: Auxiliary Police Officer (APO)

- Liaise between the NYPD and the local community, fostering trusting relationships and participating in community service work
- Assist NYPD officers in crime prevention activities and events, patrolling housing developments, residential and commercial areas, houses of worship and subway stations
- Maintain order and traffic control during emergencies, vehicle accidents, fires, parades, festivals, and other special events taking place in the jurisdiction of 108 precinct
- Distribute leaflets within the local community to build awareness about preventing crime in the neighborhood

CONSOLIDATED EDISON INC., New York, NY **April 2015 – July 2015**
Financial Analyst Intern

- Built detailed reports using Microsoft Excel and meticulously created master file of work orders for reference by analysts and accountants
- Processed work orders through the use of the company software PowerPlant, accurately entering all data and maintaining records of retired accounts
- Updated and edited the cost and depreciation of the company assets two major areas of business: Consolidated Edison Company of New York, Inc. and Orange & Rockland
- Created back up hard copies of each work order and retirement unit accounts and organized them into the record books for future reference
- Developed understanding of FERC and GAAP accounting principles for natural gas pipelines through extensive research and training

SKILLS & TRAININGS

- **Coding Languages:** HTML, CSS, Java Script, C++ (Basic), Python (Basic)
- **Languages:** English, Bengali, Hindi (Conversational)
- **Technical Institute of America Certificates:** Advanced Quickbooks Course, Excel Expert Course
- **Other:** Git and Github, UX and UI Design, Database Design, MS Office Suite