Nahian Omar Faruqe

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**Summary of Qualifications**

* **Passed all parts of CPA exam under Texas Jurisdiction**
* Developed strong, accurate, timely, and detail-oriented skills
* Developed strong problem-solving and analytical skills using Accounting Records and Financial data
* Sound knowledge of accounting procedures
* Strong understanding of Generally Accepted Accounting Principles, or GAAP
* Embraced lifelong learning and maintained an intellectual curiosity inside and outside of the workplace
* Developed Strong professional communication skills with internal and external clients
* Passionate to lead and work in diverse teams; also comfortable being an individual contributor
* Advanced knowledge of MS Excel, MS Access, Quick Book

**Education**

**Master of Science in Accounting** Officer of NABA: June 2016 - May 2017Lamar University, Beaumont, Texas Member of TSCPA: Since Dec 2016

Date of Graduation: May 2017 Beta Alpha Psi: October 2015 - Present

GPA: 3.70

**Bachelor of Business Administration**

**Major:** Finance & Accounting

North South University, Bangladesh, Dhaka   
Date of Graduation: January 2010

GPA: 3.00

**Certification**

Certified Public Accountant - Passed all parts of the CPA exam under Texas Jurisdiction: December 2018

SAP Certified Associate - Integration of Business Processes in SAP ERP 6.0: May 2016

**Professional Experience**

**Bookkeeper**  02/2018 – Present

White Dimond LLC, Chatham, New York.

* Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
* Maintain general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Summarize financial status by collecting information; preparing balance sheet, profit and loss, and other statements
* Produce payroll by initiating computer processing; printing checks
* Ensures legal and tax compliance acceding to state and federal laws

**Apprentice** 05/2017 – 01/2018

Epsilon Accounting & Tax Services. NYC, New York

* Managed accounts receivables and accounts payable, prepare job costing and reporting
* Provided outside CPA firm with support for annual Audit & tax return preparation
* Maintained QuickBooks, data entry and account reconciliation, maintained work-in-process schedule
* Prepared financial reports - Collect, Analyze, Summarize account information and trends

**Accountant**  09/2012- 04/2014

Rangs Group, Dhaka, Bangladesh

* Assisted management in all areas of operations by preparing, maintaining, and filing accounting documents and records using customized Excel worksheets
* Made bank deposits, general ledger postings, and statements
* Prepared financial reports - Collect, Analyze, Summarize account information and trend

**Leadership Experience and Activities**

* Organized International Mother Language Day program at Lamar University: February 2015
* Worked as a Liaison Officer in World Cup 2011 with ICC Anti-corruption Unit (ACSU)
* Worked as a Security Liaison Officer during different international tournaments (ICC Cricket World Cup 2011)
* Women’s Qualifying Cricket (World Cup 2011) under Bangladesh Cricket Board (BCB)
* Managed sponsors for different local and international tournaments