

Samiksha Ojha

74 Bueheart Bay, Ottawa, ON, K2J 5Z5
(613) 710-9841 | Samiksha.ojha@carleton.ca

SUMMARY OF QUALIFICATIONS

- Critical and creative thinker, able to analyze, solve problems and develop innovative solutions in variety of situations.
- Demonstrates success in infographic creation and interpretation, time-pressured business analysis with advanced presentation skills.
- Effectively applies principles of corporate sustainability, corporate social responsibility and ethics to support an organizations business initiative.
- Applies recognized accounting principles to the systematic recording of transactions to provide consistency in the reporting of financial information.
- Experience with tax accounting and audit defense procedures for individual clients and small- and medium-sized businesses obtained through various accounting courses.
- Working effectively with others, through customer service experience and group project.
- High level of logical thinking to resolve issues through many perspectives ensuring that the best solution is being implemented, action oriented.
- Knowledgeable of different social media platforms and in-depth knowledge of keyword tagging Internet research.
- In-depth knowledge of using Microsoft Office 365 (Outlook, Excel, and Word).
- Effective oral and written communication skills in English, Nepali, Hindi, Urdu, and Korean.

OBJECTIVE

Seeking a full-position in your highly esteemed organization.

EDUCATION

Bachelor of Commerce
Sprott school of Business, Carleton University, Ottawa, Ontario

January 2014 – April 2019

CPA Candidate- PEP

WORK EXPERIENCE

Multiview Corporation

September 2019 – present

- Research, analyze budget variance, summarize and make recommendation to client's financial reports.
- Provide assistance and maintenance of all facets of the Clients Financial Software.
- Helped clients with performing administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Handle 20-30 cases daily, prioritizing based on urgency and client availability.
- Treat client with integrity and respect in order to build a relationship to better understand their system and also provide a sense of confidence that a solution will be found.
- Planning and organizing training materials for client on the Financial Software.
- Designed a documentation workflow system for clients that increased administrative efficiency.

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Chartwell Riverpark Retirement Residence

October 2014 – January 2020

Server, Nepean, Ontario

- Being patience while trying to understand the seniors want and needs, and ensuring that their experience is always positive and joyful when they are there to enjoying their meals.
- Working in a fast-paced environment that required quick-thinking and problem solving.
- Manage the product listing and work place labeling while ensuring that sufficient supplies are available and inform procurement officers of any shortages.
- Train new employees on duties and responsibilities.

Conservative Party

Data Entry Clerk, Ottawa, Ontario

February 1 – February 28, 2019

- Administrative support services including formatting documents, data entry, reconciling budgets, and completing of the organizational forms that related to human resources.
- Organized client data while comply with the organization policy of client confidentiality. Also ensured the database is correct and ready to access at any moment.
- Took initiative and work efficiently due to the large volume of data, on a daily basis.

Home Tutor

September 2018 – February 2020

Tutor, Ottawa, Ontario

- Tutoring math to students that preparing to entering high school and for EQAO examination.
- Teaching the foundation of mathematic and different methods of mental math calculation.

ADDITIONAL ACTIVITIES

AIESEC

September 2014 – April 2015

Budget Analyst, Carleton University, Ontario

- Managed the club budget, and analyzed data, ensured paperwork are in proper order.
- Audited the club funds and reported to the school and the association.
- Handled the incoming and outgoing funds of member going to exchange abroad.
- Engaged closely with partners to develop and expand reporting capabilities.

REFERENCES

Available on request.