

# Hadi Naseem

West Bloomfield, MI 48322

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## EDUCATION

**Wayne State University, Mike Ilitch School of Business**

**Detroit, MI**

Major: Bachelor of Science, Finance/ Technology Information Systems & Analytics

Expected Graduation: May 2029

**Honors/Awards:** DECA Emerging Leader Honor Award

## EXPERIENCE

**Doshi & Associates, CPA, PLLC**

**Bloomfield Hills, MI**

*Accounting Intern*

January 2025 – August 2025

- Reconciled **300+** financial documents weekly using Excel to track, update, and reconcile client information with **100%** accuracy
- Managed and maintained a database of **200+** clients, refiling and organizing documents to ensure accuracy, accessibility, compliance, and efficient record-keeping that streamlined office operations and supported staff productivity
- Executed administrative tasks while improving accuracy and attention to detail through hands-on office experience

**Adler Dental**

**Southfield, MI**

*Administrative Intern*

August 2024 – January 2025

- Handled and logged over **100+** patient payments, ensuring daily transaction accuracy for a dental office serving **30** patients per day
- Collaborated in managing accounts receivable by tracking **\$20,000** in patient balances and claims, improving follow-up efficiency
- Computed the submission of **50+** insurance claims weekly, ensuring proper documentation and maintaining consistent cash flow

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

**Joy of Coding**

**Ann Arbor, MI**

*Participant*

June 2024 – September 2024

- Mastered the University of Michigan's Joy of Coding program, gaining hands-on experience building AI chatbots and applying loops, functions, conditional flows, and algorithmic problem-solving techniques while strengthening core foundations in Python
- Developed foundational programming skills and hands-on experience in AI development, coding projects, and problem-solving

**HUDA Clinic - Urban Garden**

**Detroit, MI**

*Volunteer*

May 2024 – August 2024

- Nurtured, maintained, and carefully cultivated diverse crops in the HUDA Urban Garden, contributing to the regular donation of **500** pounds of fresh produce and increasing access to nutritious food for over **100** local underprivileged community members
- Collaborated with a team of **10** volunteers on harvesting, distribution, and community outreach initiatives, raising awareness about the benefits of gardening and the positive impact of donating fresh, high-quality produce to multiple local organizations

**Don Gives Football Camp**

**West Bloomfield, MI**

*Volunteer*

June 2024 – June 2024

- Orchestrated with **5** coaches in planning and conducting **10+** training sessions and games, providing guidance and constructive feedback to help improve the football skills, teamwork, and confidence of over **50** campers throughout the summer program
- Facilitated camp operations by setting up and breaking down **20+** pieces of equipment for various training sessions, games, and other special events, ensuring smooth, safe, and well-organized activities for all campers and staff throughout the program

**Muslim Unity Center**

**Bloomfield Hills, MI**

*Camp Instructor*

June 2022 – August 2022

- Managed and led engaging activities for **50+** children, including educational workshops, recreational games, creative arts projects, and team-building exercises, improving participation, collaboration, and learning outcomes throughout the summer camp
- Communicated with **4** instructors to run daily activities, manage camp operations, and ensure camper safety and fun, guiding activities that improved teamwork, social skills, confidence, and overall camper engagement throughout the summer program

## OTHER SKILLS & INTERESTS

**Computer:** Microsoft Suite (Intermediate), Python (Beginner)

**Language:** Urdu (Fluent), Arabic (Intermediate)

**Interests:** Hip-Hop Culture (Drake), Pickleball, The Flash TV Show