

## **Name**

name@university.edu | (xxx) xxx-xxxx

## **Education**

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**University, City, NY**

**Graduation Date: 05/2020**

- B.A in Economics
- Completed coursework in Finance, Accounting, Econometrics, and Programming
- Activities: Member of the Society of Future Actuaries

## **Professional Experiences**

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**Financial Manager & Advertising Manager (City, NY)**

**01/2020 - Current**

Company 1. (Nonprofit Organization)

- Oversee the flow of cash and financial instruments
- Prepare financial statements, activity reports, and forecasts
- Review financial reports and seek ways to reduce costs
- Run advertising/promotion campaigns, especially using data from previous campaigns

**Sales**

**01/2014 - Current**

Self-Employed

- Independently purchasing and reselling limited high-end products
- Supplying retail stores with inventory
- Utilizing online mediums (eBay, Amazon, StockX, Goat, etc)

**Chemical Plant Operator (City, NY)**

**06/2018 - 01/2019**

Company 2

- Inventory products that are finished goods and determine which ones can be sent to quality control, make reservations for the products to be transported via SAP
- Follow all standard operation and business procedures, safety, environmental, and quality guidelines, plant standards and codes of conduct
- Participate in area and business improvement activities, quality, mechanical integrity, and environmental, health and safety (EHS) compliance activities

## **Additional Information**

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- Programming: STATA, R, Python
  - Computer: Financial Modeling, Microsoft Office (Excel, Word, PowerPoint, Outlook)
  - Languages: Punjabi (Fluent), Hindi (Conversational), Urdu (Conversational)
  - Interests: Entrepreneurship, Artificial Intelligence, Basketball, Music