

Suhayl Hakimzoda

Objective: To acquire an internship so that I may develop myself professionally and improve my data analytics skills in the field of finance.

Suhaylhakimzoda00@gmail.com

■ <https://www.linkedin.com/in/suhayl-hakimzoda> ■

(848)-391-7195

Education

Seton Hall University, Stillman School of Business ■ December 2020 ■ GPA: **3.978**
Bachelor of Science in Business Administration with a concentration in Mathematical Finance
CFA Level 1 Candidate (Level 1 Certification expected in June of 2020)
Certification in Wealth Management from the Envestnet Institute on Campus (Received Fall 2019)

Seton Hall University Office of Asset Management: Assets Junior Coordinator
June 2019-Present ■ *South Orange, NJ*

- Engage daily with customers (in person, phone, and email) to answer questions or solve issues in order to increase customer satisfaction and provide exceptional service.
- Maintain and update Service-Now database of over 25,000 assets worth over \$12 million to comply with organizational requirements and ensure financial accuracy.
- Mentor 2 new hires on organizational mission and proper office practices while modeling exceptional customer service.
- Brainstorm and direct a new method of inventory management for over 3,000 assets to cut down inventory reconciliation by over 200%.
- Remodel numerous spreadsheets and spreadsheet macros in order to improve the efficiency of business operations and increase productivity.
- Coordinate a team of 10 members to successfully prepare, distribute, and track over 2,000 laptops to student and staff over a multi-week project (Pirate Adventure).

El-Sawah & Associates: Accounting Intern
May 2018-June 2019 ■ *Piscataway, NJ*

- Accurately recorded over 800 confidential data entries a week in order to ensure the efficiency of business operations.
- Developed spreadsheets to automate financial calculations and increase productivity.
- Corrected errors and double-checked calculations to ensure the quality and accuracy of financial information.
- Drafted client financial statements with precision and accuracy to comply with GAAP regulations.

Darul Ihsaan School: Business Management Intern
October 2017-June 2018 ■ *Piscataway, NJ*

- Maintained legal documents, paperwork, and payroll for a staff of 30 and a student body of over 200 to maintain data hygiene and increase business efficiency.
- Examined historical data to generate yearly budgets, minimizing organizational expenses and maximizing profits.
- Planned and supervised numerous field trips for over 250 students and staff, including a field trip to the Liberty Science Center, in order to increase client satisfaction.
- Proposed and implemented social media to market different program offerings and gain customers.
- Integrated weekly updates into the organizational workflow to keep customers informed and increase client satisfaction.

Hard Skills

- Fluent in English and Tajik, Limited Proficiency in Spanish and Arabic
- Extremely Proficient with Microsoft Office Suite: Word, PowerPoint, Excel, Publisher, and Access
- Extremely Proficient with Microsoft Excel (Formulas, Pivot Tables, Analysis ToolPak Functions, Statistical Analysis)
- Extremely Proficient with Google Applications: Drive, Sheets, Docs, Forms, and Analytics
- Proficient with Database Software (Service Now), Accounting Software (ATX 2017, ATX 2018, Quicken)
- Proficient with Programming Languages (Java, HTML) and Bloomberg Terminal (Bloomberg Market Concepts Certification expected December 2019)

Soft Skills

- Extremely proficient in communication (written and verbal), customer service, leadership, attention to detail, conflict resolution, problem solving, training, decision making, and collaboration.