

Profile

Motivated and detail-oriented Accounting student with a strong academic record and hands-on experience in customer service, retail management, and financial operations. Excels at problem-solving, effective communication, and team collaboration. Thrives in dynamic environments and eager to contribute analytical and interpersonal skills to drive organizational success.

Experience

Manager Kwik Sak Convenience Store, Helen, GA 2020 – Present

- Oversee daily operations including staff supervision, cash register management, and food service.
- Handle purchase orders, vendor negotiations, and inventory tracking.
- Prepare financial paperwork and bank deposits with accuracy and timeliness.
- Automated deployment processes to improve release speed and reliability.
- Built strong leadership and customer service skills in a high-traffic retail environment.
- Coordinate with vendors to negotiate pricing and ensure timely delivery of supplies.
- Analyze sales trends and customer preferences to optimize product selection.
- Ensure compliance with company policies, health and safety standards, and financial procedures.

Customer Service Representative Hello International Marketing Solution 2019 – 2020

- Delivered sales and customer support to US clients through outbound calls.
- Applied persuasive communication and active listening to achieve consistent sales targets.
- Boosted company revenue and developed strong confidence in customer engagement.
- Collected and recorded customer information with accuracy.
- Strengthened communication and negotiation skills through high-volume interactions.

Education

Bachelors of Science University of North Georgia Dahlonega, GA 2023 – Present

- Major in Accounting

Intermediate Jinnah Government College Karachi, Pakistan 2016 – 2018

- Major in Pre-Engineering

Projects

- **Accounting & Finance:** Bookkeeping, Cash Handling, Inventory Management, Financial Documentation
- **Technical Tools:** MS Excel, QuickBooks (basic), Eclipse IDE, Visual Studio Code
- **Languages:** English, Urdu/Hindi, Punjabi
- **Core Competencies:** Leadership, Communication, Customer Service, Problem-Solving, Vendor & Operations Management

Achievements

- Maintained a **4.0 GPA** in Accounting program.
- Recognized on the **President's Honor Roll** for academic excellence.
- Successfully managed financial and operational aspects of a high-volume retail store.
- Demonstrated leadership by training and managing staff while ensuring operational efficiency.