**Tejpal singh**

**\*Computer Science Student**

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I thrive on **challenges’ and ambitious goals**, My greatest strength ability to combine my **analytical skills** with **interpersonal skills**. I can bulled and maintain **business relationship**. I am a committed and enthusiastic candidate seeking to become a Finance Managements Trainee in an international consulting company.

* **Education**

2015-09 –present **International Finance and Accounting / Arizona University / Master’s Studies**

2011-08 – 2015-05 **Accounting / Arizona State University / Bachelor of science in Accounting**

Minor in Asian Languages (Chinese)

* **Experience**

2015-08 -2015-09 **Intern**

Accounting Firm Ltd / Phoenix, AZ, USA

. Analyzed and approved project expenses.

. Processed expenditure data.

. Cooperated with management.

. Provided administrative support.

2015-07 -2015-08 **Trainee**

Construction office / Phoenix, AZ, USA

. Analyzed construction projects costs.

. Was responsible for contact with B2B contractors.

. Created databases.

**Additional Activities**

2012-10 – 2015-05 **Eastern Relations Student Research club, Arizona State University**

. Organized specialized events.

. Built positive relations with content partners.

. Managed external contacts.

**Languages**

Spanish

Chinese

**Key skills**

Financial Analysis

Interpersonal Relationship Building

Market Analysis

Working in an International Environment

Special Event Organization

Preparation of offers and presentations