**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