

SOBIA SYED ZAKARIA

7605 Loire Blvd • Corpus Christi, TX 78414
904-563-0183 • sobi.ilyas@gmail.com

Professional Summary

Dedicated Masters of Accountancy student with over 3 years of experience in the accounting field. Seeking a part-time position as an Accountant where my excellent analytical and technical skills can be utilized to improve the company's profitability.

Education

Texas A&M University- Corpus Christi, Texas GPA 3.80
Masters of Accountancy Expected Graduation: May 2018

Bahria University (Navy-based) - Islamabad, Pakistan GPA 3.42
Masters of Business Administration in Human Resources Management August 2006

Bahria University (Navy-based) – Islamabad, Pakistan GPA 3.10
Bachelor of Business Administration in Finance June 2004

Credentials evaluated by World Education Services (WES), New York

Major Accomplishments and Awards

Reconciled 100 general ledgers per day • General ledger operations • Payroll admin for 25 employees • Trained 1 intern • Customer service to over 30 per shift • College of Business Graduate Scholarship

Related Experience

Tax Professional

H&R BLOCK, Corpus Christi, TX January 2016 – April 2016

- Employed superb analytical skills in preparing up to 50 tax computations and returns
- Provided excellent office support and customer service for problem-solving
- Managed payments and invoices for clients

Accounting Assistant

Iftikhar Dar, CPA, New York January 2009–October 2009

- Facilitated in preparing financial statements, prepared, reconciled and recorded the payments
- Produced and managed monthly and quarterly sales taxes
- Processed payments and invoices accurately and timely
- Processed up to 150 tax computations and returns
- Assisted in the development of the auditing process, processing of client invoices and payments, and payroll administration

Accounting Assistant

Federal Tax Masters, New York October 2006 -December 2008

- Prepared 100+ income tax returns, sales tax, and corporation registrations using payroll and payroll taxes
- Managed and verified daily reports, as well as reconciled general accounts by gathering and balancing information
- Assisted senior accountant in preparing monthly closings
- Reported journal entries as per established and statutory accounting standards
- Maintained financial records through balance sheet analysis and general ledger accounts information

Assistant to Accountant

Professional Services, Brooklyn, New York January 2006-September 2006

- Updated financial data in database to ensure that information would be accurate and immediately available when needed
- Initiated creation of client profiles and updated databases for clients
- Contacted potential clients and assisted in establishing a clientele base
- Prepared at least 100 income tax returns, sales tax, corporation registrations, and assisted in making payrolls
- Provided customer service support, dealt with clients' issues regarding income tax in accordance with immigration and provided financial counseling
- Answered phone calls, provided general office support, entered & maintained clientele database

Relevant Skills

Accounting: Tax returns, Account reconciliation, Payroll

Software: QuickBooks, Proseries, Sap, Sage 50, Peachtree. Microsoft Office

Soft Skills: Communication, Teamwork, Problem Solving, Leadership, Event Management

Organizational Membership

Texas Society of CPA