

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 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 Masters of Accountancy GPA: 3.75	Corpus Christi, Texas May 2018
Bahria University (Navy-based) Masters of Business Administration in Human Resources Management	Islamabad, Pakistan August 2006
Bahria University (Navy-based) Bachelor of Business Administration in Finance	Islamabad, Pakistan June 2004
Fort Hamilton High School High School Diploma	Brooklyn, New York June 2000

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

Major Accomplishments

Reconciled 100 general ledgers per day • General ledger operations • Payroll admin for 25 employees • Trained 1 intern • Customer service to over 50 per shift

Related Experience

TAX PROFESSIONAL

H&R BLOCK, Corpus Christi, TX

January 2016 – April 2016

- Prepared up to 50 tax computations and returns
- Provided general office support and customer service support
- Processed payments and invoices accurately and timely

Accounting Assistant

Accounting Firm, New York

January 2009–October 2009

- Assisted in preparing financial statements, prepared, reconciled and recorded the payments
- Prepared up to 150 tax computations and returns

- Processed payments and invoices accurately and timely
- Prepared monthly and quarterly sales tax, and assisted with payroll administration
- Assisted with preparation and coordination of the audit process

Accounting Assistant

Iftikhar Dar, CPA, New York

October 2006 -December 2008

- Prepared 100+ income tax returns, sales tax, corporation registrations, and worked with payrolls and payroll taxes
- Prepared and verified daily reports and reconciled general accounts by gathering and balancing information
- Assisted senior accountant in the preparation of monthly closings
- Performed journal entries as per established and statutory accounting standards
- Maintained financial records by analyzing balance sheets and general ledger accounts

Assistant to Accountant

Professional Services, Brooklyn, New York

January 2006-September 2006

- Updated financial data in database to ensure that information will be accurate and immediately available when needed
- Initiated creation of client profiles and updated databases for clients and 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 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