

**Zakir Ali Khan**

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**RE: Account Assistant/Bookkeeper**

Dear Hiring Manager,

As a recent undergraduate in the University of Toronto, I believe that I will be quite suitable as an Account Assistant/Bookkeeper at A.R. Environmental Solutions Inc.

During my years at university, I have been extensively learning GAAP, FASB regulations and financial terms and principles. As an upcoming graduate, I demonstrate my knowledge in various occasion through group projects and presentations. With a great academic standing, I ensure tasks are completed on time and have a strong sense of responsibility. Furthermore, due to my past experience as a part time cashier working at Loblaws, I believe I have a strong set of communication skills. I dealt with customers on a daily basis and ensured that I built a worthwhile relation with them. Moreover, within 7 months, my promotion to a cash office associate showcased that I am dependable and extremely focused. With greater responsibilities, I managed to ensure both my tasks were completed and the front-end cashiers had no difficulty throughout the evening shift.

Presently, I am a payroll coordinator at University of Toronto. Under the supervision of Professor Shafique N. Virani, I work with a team of 3 people to help improve the payroll process within the department of history. Additionally, by the end of each month, I perform internal controls to ensure that timesheets sent are accurate and without issue. This is done through the use of Microsoft Office, predominantly Excel. With a strong sense of integrity and time management, timesheets are submitted without any complications. Employees who have an issue with the timesheets are quickly responded to with proper explanation and guidance. Thus, there is greater satisfaction amongst the employees.

I believe that I have a lot to offer your organisation. I would love to develop my skills and I look forward to discussing my application with you during the interview. It would be appreciated if you take my resume into consideration to take a glimpse on the other things I can also offer.

Thanking you in advance for your time,

Zakir Ali Khan

# Zakir Ali Khan

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## EDUCATION

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### University of Toronto

September 2018 - June 2022

*Bachelor of Commerce - Accounting, Major in Economics*

*Mississauga, ON*

- GPA: 3.80/4.00
- Dean's Honour List (2019 - 2021)
- University of Toronto Entrance Award of \$1000
- Relevant Courses: Audit & Assurance, Advanced Accounting, Canadian Income Taxation, Management Control, Strategy and Governance, Business Finance, Econometrics, Financial Accounting, Micro & Macro Economics, Managerial Accounting, IT Auditing, Critical Thinking & Analysis.

## JOB EXPERIENCE

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### Payroll Coordinator

September 2021 – Present

*University of Toronto*

*Mississauga, ON*

- Collaborated with a team of 3 people under the supervision of Professor Shafique N. Virani to further improve upon an existing payroll process.
- Managed internal controls to ensure 46 employee time sheets are accurate.
- Maintained integrity related to employee's personal information.
- Responded to employee's payroll inquiries with professionalism and in a timely manner.
- Validated information on new employees to determine if it's accurate before inputting their information to the system.

### Cash Office Associate

September 2019 – February 2020

*Loblaw Companies Ltd.*

*Mississauga, ON*

- Led and managed my fellow cashier's to ensure that the closing shift went as smooth as possible.
- Balanced all checkout registers to \$500 and sent the remaining cash to cash office.
- Printed daily reports in cash office to make it easier for those working the following day.
- Improved sales by ensuring customer service was prioritized at the checkouts.

### Cashier

February 2019 – February 2020

*Loblaw Companies Ltd.*

*Mississauga, ON*

- Greeted every customer upon checkout and helped them with any questions and concerns to help build lasting relationships.
- Operated a checkout lane and associated POS software, including scale, barcode scanner, belt, and cash register.
- Performed all checkout procedures quickly and accurately each time, while also promoting the contribution to PC charity.
- Assisted sales floor staff with stocking shelves, keeping front lanes tidy, and assisting guests when needed.

## EXTRACURRICULAR

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### "Be the Boss" Business Simulation | *Canadian Tire Corporation*

September 2021

- Worked together with 2 team members to simulate a production company of jetpacks.
- Made significant decisions related to R&D, production, marketing and equity/debt financing to grow our virtual company.
- Attained a stock price of \$8,222 on the last fiscal quarter of the simulation which exceeded 2<sup>nd</sup> best team by a significant margin.
- Achieved 1<sup>st</sup> place amongst 50 different teams that participated during the competition and won a cash prize of \$2000, a Canadian Tire gift card of \$500, and a 1-on-1 chat with senior finance executives.

## TECHNICAL SKILLS

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**Software:** Microsoft Word, Microsoft Excel and Microsoft Powerpoint