FARIDA IQBAL

OBJECTIVE:

A challenging position with an accounting firm that offers professional growth based on dedication and proven ability.

EDUCATIONAL QUALIFICATION:

- Southern Methodist University, Dallas, TX- Cox School of Business
  Bachelors of Business Administration in Accounting — Graduation date: May 2010
  Minor: Statistical Science — **Major GPA: 4.0 GPA: 3.927**
- North Lake College, Irving, TX — Graduation date : May 2008
  Associates In Science- Accounting — **GPA: 3.965**

WORK EXPERIENCE:

Southern Methodist University, Cox School of Business,
Marketing and Communications Department,

Accounting Clerk — September 2008 - Current

- Responsible for accounts payables, accounts receivables budget estimates
- Write up the university business blog and summarize news press release on faculty achievement
- Organize the department budget report for 2008-2009
- Work with University Finance Office on invoices, vendors, and PeopleSoft's accounting database
- Research project on the business climate in DFW region- CEOs survey analysis, published in DCEO magazine, Oct 2008
- Edit brochures on MBA, PMBA, EMBA programs

Southern Methodist University, Cox School of Business,
Executive Education,

Accounting Assistant — January 2009 - Current

- Responsible for accounts payables, accounts receivables, deposit slips
- Help in educational event planning.

Southern Methodist University Cox School of Business,
Professor Konstantina, Strategy Management Course

Teacher's Assistant — September 2008 - December 2008

- Constructed a resourceful grade book using Microsoft. Excel
- Assisted in grading student papers
- Revised and updated power point presentations for teaching purposes

BurhaniPolyClinic – Al Dharaa Medical Center, Yemen

Accounting Analyst Intern — June 2008 – August 2008(Summer Internship)

- Establish an accounting system for book keeping purposes
- Converted manual accounting records to digital form
- Trained employees in computer and English language skills

North Lake College, Irving, TX

Academic Coach- Tutor, Accounting, Economics — January 2007 - May 2008

- Solved queries and provided assistance to other students and helped students understand key concepts
- Provided additional practice problems for students to review concepts

Signature Senior Living, Texas

Accounting Analyst Intern — June 2007 - August 2007(Summer Internship)

- Handled accounts payable, accounts receivables, payroll transactions
- Bank reconciliation statements
- Prepared quarterly income statements
- Maintained payroll and reconciliation

LEADERSHIP AND COMMUNITY SERVICE:

SMU IMPACT, Galveston, Texas

Volunteer — Dec 2008

- House Restoration Project affected by Hurricane Ike

International Student Association

Active Member — August 2008 – Current

- Community Service
- Fundraising Committee Lead

AWARDS AND ACHEIVEMENTS:

- Awarded SMU Honors Transfer Scholarship, Phi Theta Kappa- International Scholarship
- 'Student Leader of the Year 2008' by Dallas County Community District Colleges
- President's Honor Student- Associates in Science- Accounting, Valedictorian - Graduation, May 2008
- Awarded 'Excellence in Service' by Student Leadership Institute
- Recipient of Amedon Beauchamp Scholarship, Dallas County Community College District Colleges