

KAYLEN SINGH

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Profile

Fourth year accounting major with a strong academic foundation in auditing and taxation and hands on experience handling reconciliations, expense tracking, month-end, year end reporting tasks and assisting with the annual edit. Well versed with SAGE Simply Accounting and SAP software with an ability to quickly develop a working knowledge of new accounting programs and technology. An organized, focused self-starter able to work in a team or individually, as well as handle a large amount of responsibility with minimal supervision.

Education

BACHELOR OF COMMERCE (HONOURS) ACCOUNTING

Sept 2019 - present

University of Manitoba

GPA: 4.2/4.5

Relevant Coursework: Cost Accounting, Canadian Income Taxation, Auditing

Awards & Honors: 1st place ASBAA Internal Accounting Case Competition, Dean's Honor List

KEDGE BUSINESS SCHOOL

January – May

2019 Study abroad coursework in Business Administration, Bordeaux France

Relevant Coursework: Risk Management & Financial Institutions, Banking & Insurance: Regulation, Topics in Control & Audit

Relevant Work Experience

ACCOUNTING INTERN (Remote)

May – August 2021

Price Waterhouse Cooper (PwC)

- Independently reviewed and assessed client data accounting for over \$7 million in revenue
- Coordinated with the Supervising Accountant to organize internal control projects with an annual budget of \$16 million
- Responsible for tracking metrics and performance indicators while maintain up to date documentation of all company processes and procedures
- Processed, examined, and presented administrative receipts and disbursements for our management team
- Performed daily quality control procedure on work to facilitate data capture to regional office where quality work and accurate information was the expected standard.

MANAGEMENT ACCOUNTING INTERN

April – August 2020

Enterprise Holdings Group

- Prepared monthly reports to senior managers on financial performance based on IPC metrics
- Demonstrated an understanding of key revenue drivers, understanding the balance sheet and how to push for additional net income
- Managed payroll and the registration of employees for 15 branches and 250+ employees.
- Reviewed, prepared and issued bills and invoices from over 150+ monthly clients
- Organized filed, records, cash, and cash equivalents to comply with policy and procedure

Additional Work Experience

CUSTOMER SERVICE REPRESENTATIVE

April 2019 – August 2019

TD Canada Trust

- Advised customer and increased sales through providing unique investment products to clients through TD partners
- Completed day to day and complex financial transactions for business customers increasing our customer satisfaction score
- Promoted TD products and services consistently placing in the top percentile for sales in the region (65 branches)

TELEPHONE INTERVIEWER

February – October 2018

Statistics Canada

- Performed daily quality control procedures while gathering data - Consistently averaged in the top 10% of all callers ranked by data accuracy
- Prepared reports and completed administrative forms to be presented to the management team, the reports were further utilized by federal policymakers to judge the demographic landscape

Leadership & Activities

VICE PRESIDENT

May 2021

Accounting Students Association

- Coordinated, planned the strategy around the Business Accounting Student's Case Competition, bringing teams from various universities all over Canada to compete in an accounting-based case competition.
- Built relationships with the CPA Association and its members to find knowledgeable and interesting presenters
- Maintained external communications with all sponsors outside the Asper School of Business
- Demonstrated strong; organizational, interpersonal skills; hosting 8 different virtual speaker series with over 100 students in attendance during the semester

Skills & Interests

Skills: Basic Skills in French

Modeling: Proficient in Excel, VBA

Computer: Java, C++

Certifications: Completed QuickBooks Accounting Certification Program

Interests: Soccer, Running, Poker, Snowboarding, Skydiving