

# SHEIKH SHIHAB MIAH

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## Summary

Energetic Entry Level Business Administration Professional who is dedicated to creating efficiency at all levels of management. Adept at critical analysis developing comprehensive reports for management and working as part of a team. Specializes in retail and manufacturing management environments.

## SUMMARY OF QUALIFICATIONS

- The American Institute of Professional Bookkeepers and QuickBooks
- Generally Accepted Accounting Principles (GAAP)
- MS Office (Word, Excel, Access, Outlook, PowerPoint)
- Able to work independently or as part of a team

## EDUCATION

### Lehman College | Bronx, NY

Bachelor of Business Administration Concentration in Accounting / Concentration: Accounting, GPA 3.2 | May 2020

**Related Courses:** Cost Accounting I and II, Computer-Based Accounting

## EXPERIENCE

### Interzan LLC

New York, NY

#### Payroll specialist / Order Entry

February 2017- Present

- Complete payroll for over 50 accounts on weekly.
- Maintained employee banking information accuracy.
- Input new employee information into the system.
- Prepared detail reports for management
- Production order entry.
- Negotiate and liaise between business teams, technology teams, and support teams
- Manage project through status meetings, weekly reports, identifying risks, and tracking issues
- Produced and generated reports identifying inventory adjustments
- Created warehouse work orders on AMT system
- Created purchase order for factories on AMT system .
- Assisted internal departments with samples, etc
- Memorized reason codes for faster processing
- Search invoices, identify and collect data need for purchase order
- Enter collected data from portal and import to Excel.

### Allied Universal

New York, NY

#### Security professional-Google

January 2019- Present

- Verified all details on identification to prevent any trespassers or unlawful entry
- Submitted detailed and complete security reports to Head of Security

### 1 Hotel Brooklyn Bridge

Brooklyn, New York

#### Customer Service/Front of the house

May 2017- September 2018

- Managed discrepancies involving check-in/ check-out process
- Trained in housekeeping for preemptive room turnovers