**Ahmad Nafee Sukkar**

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**OBJECTIVE**

 Seeking internship and job opportunities in Accounting and Finance beginning summer 2016

**SUMMARY**

 Fluent in English and Arabic with a good working knowledge of French

 Learned and applied technical business software in daily problem solving

Dependable and hard-working with demonstrated ability to take initiative

 Effectively managed projects and processes, ensuring timely completion of complex tasks

**COMPUTER SKILLS**

 Access ALM ESRI Excel

 Maximo OnBase PowerPoint Word

**EDUCATION**

 **UNIVERSITY OF EVANSVILLE,** Evansville, IN Expected May 2018

 B.S. Accounting and Finance **GPA 3.61**

**COURSES**

 Accounting I and II Business Law Fundamentals of Finance

 International Business Strategy Macroeconomics Operation management

 Organizational behavior Principles of Marketing Quantitative Methods

**BUSINESS EXPERIENCE**

 **Vectren Corporation** Evansville, IN May 2015-December 2015

 *Business System Analyst*

* Recognized for superior performance and asked to remain as a part-time intern at the conclusion of the summer term
* Developed proposed process improvements and demonstrated associated business value; processed work orders: corrections, data changes, cancellations and reassignments
* Reviewed and processed system access for new employees, such as: Maximo, Onbase, Syclo, ESRI, GIS and ArcFm
* Executed test plans and scripts on the Focus Project in the ALM system to evaluate software components and ensure compliance to Vectren business standards
* Identified defects and assigned them to technicians for corrective action

 **University of Evansville,** Evansville, IN Spring 2015

 *Intramural Program* *Scorekeeper*

• Collaborated with a team of up to five others in effectively managing the daily schedule

 **MKS Establishment,** Damascus, Syria May 2012-December 2013

**Commercial Agency and Contracting**

 *Secretary, Assistant Manager*

• Organized business meetings and negotiated contracts, some in excess of $2M

* Translated letters and emails from English to Arabic
* Courteously and efficiently completed routine office work, which included: answering calls, maintaining schedules and managing mail

**COMMUNITY SERVICE & ACTIVITIES**

 **Relay for Life** University of Southern Indiana Spring 2015

• Raised funds for annual cancer fundraiser

 **International Club** Sept 2014-Present

• Assisted with the annual International Bazaar that raised over $1,000 for UNICEF and served 500+ participants

 **Accounting Club**

 **Sigma Alpha Epsilon**