

Sagnik Baksi

34E Heritage Drive New City, NY 10956
845-548-4845 | sagnikbaksi@yahoo.com

WORK & LEADERSHIP EXPERIENCE

Zbar& Leung LLP

Accounting Intern

**New City, NY
June 2013 – Present**

- Performed data analysis on financial statements for control purposes
- Created a new company on QuickBooks and prepared balance sheets after transaction entries
- Updated and maintained client transactions on financial statements using QuickBooks
- Reviewed monthly newsletters for accuracy in updated accounting news information
- Calculated risk on client's investments and wrote summary of analysis
- Presented bank reconciliations to partners of firm after finishing calculations
- Redesigned organization system in filing cabinets for greater efficiency in retrieving documents
- Researched accounting practices for client's quarterly filing
- Excelled in completing assigned projects ahead of time and promoted to on-call

Baruch College

Freshman Orientation Leader/Health and Wellness Orientation Leader

**Manhattan, NY
March 2012- August 2012**

- Formulated strategies to solve leadership issues during 72 hours of experimental studies
- Tutored 10 foreign freshman in Algebra and English by giving detailed notes and reviewing essays
- Advised students on tactics to cope with stress through PowerPoint presentations

PAYLESS SHOESOURCE

Sales Associate

**New City, NY
January 2011- August 2011**

- Responsible for cash up to \$1000 and assisted with store register closing
- Accurately maintained and organized inventories up to \$5000 in value
- Delivered reports to district manager of store profits in each sales category with Excel spreadsheets at request of store manager

Baruch College Pre-Law Society

Assistant Marketing Director

**Manhattan, NY
September 2012-Present**

- Increased turnout by 10% by promoting advantage of corresponding with admissions officials
- Strategized marketing tactics to increase turnout at events by creation of fliers in Microsoft Word
- Conducted what-if analysis on Microsoft Excel to forecast realistic budget for the semester

EDUCATION

Baruch College

BBA in Accountancy

**Manhattan, NY
Expected May 2015**

- **GPA: 3.2/4.0**

Baruch College

Masters in Accountancy

**Manhattan, NY
Expected May 2016**

SKILLS

Languages: Fluent in Bengali

Competencies: Microsoft Word, Microsoft PowerPoint, Microsoft Excel