

GURPREET SINGH

Toronto, ON | contactgsingh@gmail.com | (416) XXX XXXX | linkedin.com/in/gsingh2019

EDUCATION

Bachelor of Commerce (B.Comm.) – Finance, Humber College Expected Graduation 20XX

- Cumulative GPA of 92% and recipient of Humber Alumni Scholarship (2019)
- Key courses: Portfolio Management & Alternative Investments, Corporate Finance, Equity Investments

WORK EXPERIENCE

Financial Analyst, MaRS Discovery District January 2018 – April 2019

- Conducted financial assessments for three internal projects to identify risks and excessive expenses; performing cost adjustments to increase profit by 17%
- Delivered price recommendations for internal investments based on current market trends
- Implemented additional calculations to verify data on financial statements in order to improve accuracy of generated reports by 23%

Bank Teller, BMO Financial Group September 2017 – December 2018

- Operated account services including withdrawals, deposits, issuing checks, product registration and activation for over 300 clients daily
- Reconciled cash drawer with maximized accuracy by cross-referencing client logs and currency transaction reports, ensuring numbers were balanced
- Promoted bank products and services to new clients and completed relevant paperwork
- Provided exceptional customer service via in-person, telephone and e-mail communications to deliver client solutions and achieve client retention of 96%

LEADERSHIP EXPERIENCE

VP of Finance, Humber DECA January 2017 – December 2018

- Negotiated finances with external partners including venue providers and vendors to obtain resources at a 60% reduced price; successfully managing a budget of \$5,000
- Secured \$30k in funding in collaboration with external relations team from over 20 corporate partners

Peer Tutor, Humber Peer Assisted Learning Services September 2015 – April 2017

- Supported over 15 students in introductory finance courses by explaining key concepts; helping students to improve academic performance by at least 5%
- Logged all appointment records to track attendance rate and identify strategies for effectively addressing student needs to guarantee repeat attendance
- Submitted payroll information on a timely basis