

KAUR, Navjot

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PERSONAL STATEMENT

A detail-oriented BBA in Professional Accounting student seeking an accounting and finance internship with a pathway to a future full-time role. Eager to leverage my hands-on experience and analytical skills to provide immediate value and contribute effectively to your team's objectives.

EDUCATION

Hong Kong Metropolitan University 2023 - 2027
Bachelor of Business Administration with Honours in Professional Accounting

YMCA of Hong Kong Christian College 2015 - 2022
General Certification of Education Advanced Level

WORK EXPERIENCES

OnTheList April 2023 - Present

Part-Time Sales Associate

- Processing sales transactions, managing cash operations for accuracy including end-of-day settlement, supporting event logistics for seamless pop-up sales events.

Peekaboo Learning Centre September 2022 - September 2023

Part-Time English and Drama Teacher

- Taught combined Spoken English and drama classes, using role-play techniques, provided progress updates to parents on student performance.

Cotton On Groups October 2022 - June 2023

Part-Time Sales Associate

- Processed and reconciled an average of 50+ daily transactions, ensured 100% cash handling accuracy, maintained stock and inventory standards.

COURSE CERTIFICATES

Business Writing Principles, LinkedIn Learning March 2025

Tips for Better Business Writing, LinkedIn Learning March 2025

Writing a Compelling Blog Post, LinkedIn Learning March 2025

Discovering Your Strengths, LinkedIn Learning November 2023

How to set Goals when Everything Feels Like a Priority, LinkedIn Learning November 2023

AWARDS AND ACHIEVEMENTS

Junior Achievement Company Programme (Noia)

2020 - 2021

Project Team Member (Finance and Design)

- Managed a \$13,000 shareholder fund allocation and ensured accurate financial documentation, generated over 100+ sales through collaboration on custom designs.

Champion, Year 2 Integrated Course (2024 Autumn) Final Pitching Competition

- Awarded \$6000 for an innovative group project and presentation, developed a comprehensive business proposal highlighting analytical skills.

EXTRA-CURRICULAR ACTIVITIES

Empower by The Amber Foundation

2025 - Present

Cohort 8 Member

- Developing career vision and professional network in Hong Kong, gaining access to internship opportunities, enhancing professional visibility and interview techniques.

Hong Kong Metropolitan University Accounting Society

2025 - Present

Promotional Officer

- Creating engaging social media content to promote events, establishing relationships with society members.

Hong Kong Metropolitan University Diversity Collective Committee

2025 - Present

Member, Social Media Marketing Team

- Collaborating on generating ideas for executing inclusive events and engaging the university community with creative marketing strategies.

SKILLS

Languages

English (Native), Punjabi (Native), Hindi (Fluent), Cantonese (Basic), Mandarin (Elementary)

Technical Proficiencies

MS Excel, MS Word, MS PowerPoint, MS Office, Outlook, Canva

Reference: Elizabeth L. Thomson (Chairwoman of The Amber Foundation)