

# Ubique Immigration Quest

Toronto, ON || +1905-598-0506 || [admin@ubiqueimmigration.com](mailto:admin@ubiqueimmigration.com)

## PROFILE

---

- **LANGUAGE:** Fluent in both English and French (bilingual native; verbal and written).
- **TECHNOLOGY:** QuickBooks, TaxPrep, CaseWare, Sage 50, PowerBI, SAP, SQL, MS Project, Excel, ERP etc.
- **TRANSFERABLE SKILLS:** Strong leadership, detail oriented, Team player, quick learner, analytical, great sense of judgment, hardworking, good communication skills, reliable, trustworthy, pro-active.
- **ACCOUNTING SKILLS:** As evidenced by attached transcript and the work experience listed below.  
Strong theoretical accounting & auditing/assurance knowledge obtained through academic coursework.  
Solid taxation skills and quantitative analysis obtained through experiential learning and research.

## EDUCATION AND CREDENTIALS

---

**Master of Business Administration MBA – PAS (cGPA 3.5)** expected Aug 2023  
*University of Dar Es Salaam, Tanzania*

**Bachelor of Commerce Accounting and Finance (Honours).** Aug 2019  
*University of New Delhi, India*

- ✓ Student Federation Award
- ✓ Merit-based Scholarship for Business students

**Diploma in Immigration (cGPA 88%).** June 2017  
*ABC College, Montreal, QC*

## PROFESSIONAL MEMBERSHIPS

---

- ✓ Member in good standing of the Licensed Immigration Consultants of Canada
- ✓ Student member in good standing of the Chartered Professional Accountants of Ontario

## RELATED WORK EXPERIENCE

---

**BILINGUAL ACCOUNTING TECHNICIAN (full time permanent.)** Jan 2018 – Sept. 2020  
*Engineering Systems Inc, Miami, FL*

- Ran credit checks on B2B customers to setup new accounts and payment terms with the company.
- Conducted bank reconciliation by matching bank payments with outstanding invoices.
- Did collections of outstanding accounts via phone, email or occasionally through a collection agency.
- Assisted in administrative duties when required including mailing and customer service assistance.  
*Accomplishments:* Created a “cheat sheet” to easily match various payees with corresponding customers

**ACCOUNTING ADMIN ASSISTANT (Maternity leave Contract.)** March 2017 – Dec 2017  
*XYZ Corporation, Calgary, Alberta*

- Processed Tax Returns: Individuals (T1), Corporations (T2), CRA letters and assisted with US Tax.

- Dealt with all aspects of bookkeeping including journal entries, bank reconciliation, year-ends etc.
- Calculated payroll deductions: CPP, EI and Income Tax for government remittance purposes.
- Issued pay stubs, T4's and ROEs as per employee contract or time sheet submitted.
- Calculated GST/HST returns and reminded clients about payment deadlines.

*Accomplishments:* Engineered a tax procedure manual for students on internship.

### **TUTOR IN BUSINESS COURSES (part-time)**

**May 2015 - Dec 2016**

*ABC Academy, Nairobi, Kenya*

- Assisted students in acquiring better understanding of courses in Accounting, Finance, Management, Economics, Statistics and Computer Software used in Business (Excel, Access, Can Tax, QuickBooks etc.)
- Worked at the student's pace and boosted some of their grades up to an A+ due to my hard work.
- Used my good sense of judgment to establish study methods in accordance with individual needs.
- Reviewed past assignments and midterms so that student fulfills the learning objectives of the course.

*Accomplishments:* Organized workshops for tutoring and was top tutor for students with disabilities.

## **VOLUNTEER EXPERIENCE**

---

### **Crew Member**

**Jan 2017 – May 2017**

*Good Sheppard Ministry of Canada*

- Assisted in sorting donations into various categories from old to new and from clean to dirty
- Helped in organizing clothes on racks based on colour and size
- Made up beds for homeless people and swept floors
- Folded clothes and linen left by the cleaning staff

### **Co-founder and President**

**Nov 2015 - Dec 2018**

*ACYTOR Non-for-profit Organization*

- Assisted new immigrants to settle in Canada smoothly: housing search, jobs, academic orientation etc.
- Budgeted and planned for annual events, monthly meetings, workshops, and volunteering activities.
- Helped on immigration matters; study permits, work permits, advice on permanent residency pathways.
- Promoted good health via sport activities such as soccer, tennis, and yoga/meditation.
- Provided financial assistance for member's bereavement, baby showers, weddings, graduations etc.

*Accomplishments:* Wrote and edited the initial By-laws and code of conduct of the Association.

## **EXTRACURRICULAR ACTIVITIES**

---

- Dancer at The Underground Center
- Travel enthusiast and globetrotter
- Choir member at my local Church

## **LINKEDIN PROFILE URL**

---

[www.ubiqueimmigration.com](http://www.ubiqueimmigration.com)