

# Angaddeep Singh

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(709) 325-7090

## EDUCATION

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**Memorial University of Newfoundland** **St. John's, Newfoundland and Labrador**  
❖ Bachelor of Commerce (Co-operative) Degree Program *September 2020-present*  
❖ Anticipated Graduation April 2025  
❖ Concentration in Accounting and Finance

**Guru Nanak Public School** **India**  
❖ High School diploma in commerce *May 2019*  
❖ **Relevant Coursework:** English, Business Management, Microeconomics, Macroeconomics, Accountancy

## WORK EXPERIENCE

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**MNP LLP** **St. John's, Newfoundland and Labrador**  
*Co-op Assurance Accountant* *January 2023- present*  
❖ Conducted corporate tax return preparation, ensuring compliance with all relevant tax laws and regulations.  
❖ Assisted managers in audit processes, including data analysis and documentation.  
❖ Performed compilation work to organize and present financial data for clients.  
❖ Prepared client files in accounting software, maintaining accurate and organized records.  
❖ Conducted bookkeeping tasks to manage financial transactions, reconcile accounts, and maintain financial records.  
❖ Provided support in review engagements, helping ensure financial statements' accuracy and adherence to accounting standards.

**McDonalds** **St. John's, Newfoundland and Labrador**  
*Crew trainer* *November 2021-Present*  
❖ Maintained sanitation standards at the workplace  
❖ Assisted crew members in taking orders  
❖ Adhered to the quality and work standards of the chain  
❖ Co-ordinated with managers to maintain the inventory  
❖ Handled customers' complaints promptly and professionally  
❖ Assisted with restocking and stock rotation ensuring minimum food wastage  
❖ Communicated with crew members effectively to ensure smooth operations  
❖ Maintained food quality standards in a fast-paced environment

**Mobil klinik** **London, Ontario**  
*Sales associate* *April 2022- August 2022*  
❖ Performed billing and invoicing  
❖ Assisted customers with purchases and return  
❖ Handled customer complaints and provided appropriate guidance  
❖ Developed and applied solid customer relations skill  
❖ Maintained store hygiene and sanitation  
❖ Educated customers on mobile plans suitable for them  
❖ Increased refurbished mobile sale by 15 percent

## Volunteer Experience

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### **THE FUND**

*Analyst*

**St. John's NL**

*September 2022- present*

- ❖ Memorial University's investment portfolio managed by Students and faculty
- ❖ Helped in research and analyze sectors with investment potential
- ❖ Assisted in preparation of the stock pitch
- ❖ Gathered and researched in different sectors
- ❖ Gather and record data in excel sheets, create formulae

### **International Business Program**

*Vice program Chair*

**St. John's NL**

*September 2022 – January 2023*

- ❖ Assisted Course instructor with administrative duties
- ❖ Assisted in organizing international business seminar
- ❖ Created Brochure for seminars and events
- ❖ Facilitated communication between class and faculty