

Aseell Hamid

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3 Robin Ridge, Aliso Viejo, CA 92656.

EDUCATION

Saddleback College, Mission Viejo, CA

- Associate in Science – *Business Administration: Business and Economics*
- Associate in Arts – *Liberal Studies: Applied and Advanced Technologies*
- Cumulative GPA: 4.00 | Honors: *Saddleback College Dean's List*

June 2020-Present

Aliso Niguel High School, Aliso Viejo, CA

- High School Diploma
- Cumulative GPA: 3.83 | Honors: *Seal of Biliteracy*

September 2017-June 2020

PROFESSIONAL EXPERIENCE

Venues & Estates, *Accounting Intern*, San Juan Capistrano, CA

August 2022-December 2022

- Perform analysis to assist in the preparation, maintenance, and verification of financial records.
- Assisted accounts payable, accounts receivable, and payroll departments.
- Ensured timely payment of vendor invoices and employee expense reports
- Performed month end activities such as preparing monthly reports, reconciliations, and accruals.

Sushi Ramen House, *Server*, Laguna Hills, CA

September 2021-Present

- Thorough knowledge of menu offerings, including gourmet food, spirits, and wine pairings.
- Success multitasking while remaining professional and courteous in fast-paced environments.
- Follow all cash handling policies and procedure; manage and distribute all gratuity at the end of the night
- Sustained a teamwork mind frame, assisting other staff by maintaining communication

Taco Bell, *Crew Member*, Aliso Viejo, CA

August 2020-September 2021

- Collaborated with crew members to ensure the delivery of efficient, high-quality service.
- Managed dining area, including greeting customers and responding to telephone and in person requests for information/services.
- Worked in a fast-paced environment while multitasking and maintaining quality service

EXTRACURRICULAR EXPERIENCE

Aliso Niguel High School, *Library Assistant*, Aliso Viejo, CA

September 2018-June 2019

- Assisted students with library's computers and provided information about the services
- Maintained accurate records and confidentiality of library book and periodical inventory
- Handled receipt processing for book, audio-visual and computer software inventories

ADDITIONAL

Language: Business proficiency in Spanish, Fluent in Pashto (spoken)

Skills: Oral and written communication, customer service, typing, proficiency in MS Office

Interests: Finance, management, real estate, entertainment, fine dining, and journalism