



# Muhammad Waleed

Aspiring Accountant

Accounting and Finance student from the University of Haripur with hands-on internship experience in Financial reporting and General ledger management. Proficient in Microsoft Excel & Power Bi, and eager to apply practical skills to an entry-level accounting role.

✉ Waleedkhan034991@gmail.com    📞 +92 3169823024    📍 Muhallah Sanakhel Topi, Swabi, Pakistan

## EDUCATION

### Bs Accounting & Finance

University Of Haripur  
Jan 2022 - Jan 2026

#### Courses

- Accounting
- Taxation
- Managing Financial Records
- Management
- Cash Flow
- Payroll Processing
- Accounts Receivable/Payable
- Auditing

### Intermediate (Pre-Engineering)

The Orbit College Thandkoi  
Jan 2020 - Jan 2021

#### Courses

- Science

### Secondary School Certificate (SSC)

The Quaid-e-Azam Public School & College  
Jan 2018 - Jan 2019

#### Courses

- Science

## WORK EXPERIENCE

### Internship

Ghulam Ishaq Khan Institute of Engineering Science and Technology (GIKI)

*Junior Accountant*

Jun 2025 - Sep 2025

#### Cash Handling:

- Prepare of cash voucher for all cash payment.
- Disbursement of salary to daily wagers.
- Prepared and issued cash receipts (e.g., ID card fees, transcripts, tender fees, adjustments).
- Maintained daily cash book records in both soft and hardcopies.

#### - Bank Book Management:

- Collected daily bank statements and updated financial records.
- Prepared bank receipt vouchers for all incoming payments.
- Prepared monthly bank reconciliation statements to ensure accuracy between company records and bank statements.
- Handled collection and submission of bank drafts and cheques.

## SKILLS

- Power Bi
- Microsoft Excel
- MS Word
- MS Powerpoint
- Leadership & Teamwork Skills
- HR Management Skills
- Strong Communication
- 70 Words/Min Typing

## CERTIFICATES

### Microsoft Word Masterclass

SkillShare  
Dec 2025

### Professional Excel

Great Learning  
Feb 2023

### Leadership & Time Management

Great Learning  
Feb 2023

### Human Resource Management

Great Learning  
Jul 2023

## LANGUAGES

### English

*Professional Working Proficiency*

### Urdu

*Full Professional Proficiency*

### Pashto

*Full Professional Proficiency*

## INTERESTS

- Travelling
- Hiking
- Cricket
- Badminton

## **WORK EXPERIENCE**

### **Internship**

Ghulam Ishaq Khan Institute of Engineering Sciences and Technology (GIKI)

*06/2024 - 09/2024,*

*Junior Accountant*

- Managed Accounts Payable & Receivable by processing invoices and tracking payments to ensure accuracy in the General ledger.
- Assisted in the preparation of monthly Profit & Loss, Balance Sheets & Cash flow Statement contributing to timely financial reporting for management.
- Performed monthly Bank reconciliations for multiple accounts, identifying and resolving discrepancies to ensure financial accuracy.

### **Cashier**

Family Mart

*2021 - 2022,*

- Managed daily Cash transactions and balanced the Cash Register at the end of each shift.
- Created weekly and monthly Reports to track store performance and identify potential issues.