

WALEED KHAN

Waleedkhan30014@gmail.com | +971568010988 |

Detail-oriented and results-driven Accountant with over 2 years of experience in financial reporting, tax preparation, auditing, and accounting system implementation. Proficient in managing accounts payable/receivable, general ledger reconciliation, and preparing financial statements. Strong understanding of GAAP, IFRS, and tax regulations. Adept at using accounting software such as QuickBooks, SAP, and MS Excel to streamline accounting processes and improve financial reporting accuracy.

EDUCATION

Bachelor of Science in Economics, | Bacha Khan University Charsadda

Degree obtained March 2022

- Distinguished member of university's Economics Society, GPA: 3.6
 - Relevant coursework: Advanced Financial Accounting and Reporting
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EXPERIENCE

Accountant |Zarei international fuel trading Ras Al Khor Industrial Area 2 - Dubai

March 2024 – Oct 2024

- Provide accounting services for individuals and businesses in a mid-sized firm
- Specialize in income tax preparation, audit support, and financial statement preparation
- Manage pro forma budgeting, general ledger accounting, and bank reconciliation

Bookkeeper |Mohsin Match Factory Pvt Ltd Peshawar, Khyber Pakhtunkhwa

May 2023 – February 2024

- Maintained financial books, tracked expenses
- Prepared and submitted invoices

Accounting intern |Khyber Match Factory Pvt Ltd Peshawar, Khyber Pakhtunkhwa

December 2022 – May 2023

- Assisted with payroll management for 50+ employees
 - Prepared invoices for more than 100+ clients
 - Assisted with bill payments, records organization and preparation, and other office duties
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SKILLS

- General Ledger Accounting
- Cashflow planning & management
- SAP, QuickBooks, Xero, Microsoft Excel
- Bookkeeping
- Budgeting & Forecasting
- Financial Reporting