

# Muhammad Kashif

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Date: July 10, 2024

**Hiring Manager FF Steel Corporation, Hayat Abad Peshawar.**

**Dear Hiring Manager,**

I am writing to express my keen interest in the **Audit Internship position** at FF Steel Corporation, as advertised on LinkedIn. As a highly motivated recent graduate with a Bachelor of Science in Accounting and Finance (CGPA: 3.80/4.00) from City University of Science and Information Technology, Peshawar, I possess a strong foundation in accounting principles, auditing procedures, and financial management.

Through my academic journey, I have developed a comprehensive understanding of auditing principles and practices. My coursework in Principles of Audit and Advanced Auditing has equipped me with a thorough knowledge of auditing standards, procedures, and techniques. I am well-versed in risk assessment, internal control evaluation, and financial statement analysis. I am confident in my ability to apply my knowledge of auditing concepts, such as materiality, evidence, and documentation, to real-world scenarios. I am eager to apply my skills and knowledge in a practical setting and continue to learn and grow as a professional in the field of auditing.

In addition to my academic and professional qualifications, I bring a meticulous attention to detail, a commitment to accuracy, and a strong work ethic. I am confident that I can quickly learn and adapt to the fast-paced environment of FF Steel Corporation, a leading steel manufacturer in Pakistan. I am eager to contribute to the financial integrity of your company and leverage my skills to become a valuable asset to your audit team.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the opportunity.

Sincerely,

**Muhammad Kashif.**

# Muhammad Kashif

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## CAREER SUMMARY

Highly motivated recent graduate with a Bachelor of Science in Accounting and Finance seeking an Audit Internship at FF Steel Corporation. Leveraging a strong foundation in accounting principles, auditing procedures, and proficiency in QuickBooks, MS Office Suite (Excel, Word, PowerPoint), I am eager to contribute to the financial integrity of a leading steel manufacturer in Pakistan. I am confident my analytical skills, meticulous attention to detail, and commitment to accuracy will make me a valuable asset to your audit team.

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## SKILLS AND STRENGTHS

- **QuickBooks** - Familiarity with QuickBooks gained through university coursework, encompassing basic navigation and introductory practice in financial management tasks..
  - **MS Excel** – Intermediate level experience, uses in different assignment project and Navttc Course for accounting software.
  - **MS Word** - Proficient in Microsoft Word, including document creation, formatting
  - **PowerPoint** – Proficient in PowerPoint in designing presentation slides.
  - **Graphics Designing** – Work as graphics designer for many years, having strong grip.
  - **Typing** – 45+ WPM speed in typing, use to type books for publishers.
  - **Multi-tasking, Critical Thinking, Adoptability, Problem Solver.**
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## ACCOMPLISHMENTS

- **Research on Factors Affecting Acceptance of Technology in Financial Sector: (A Case of KP)**  
Led a research thesis analyzing top-tier papers, utilizing SPSS and Amos for data analysis, and effectively communicating complex ideas. Strengthened teamwork skills collaborating to explore technology adoption in finance, contributing original insights. Enhanced proficiency in MS Excel, Word, SPSS, and Amos, coupled with refined communication, problem solving and research abilities.
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## WORK HISTORY

**Intern At Accountant General Office**, Peshawar, (06/2023)-(07/2023)

- Guided in Fund Management, Bookkeeping, HR, Pension, GP Fund, Payroll, and Record Keeping over an 8-week period, gaining comprehensive insights into governmental financial operations.
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## EDUCATION

**Bachelors in Accounting & Finance**, (2020-2024),  
City University of Science and Information technology, Peshawar.  
**Diploma in Information Technology**, (2020-2021)  
Board of Technical Education Peshawar.

**CGPA: 3.80/4.00**