



Muhammad Uzair Khan

Nationality: Pakistani **Date of birth:** 01/01/2001 **Gender:** Male

Phone: (+92) 3043480212 **Email:** Niceuzairkhan5@gmail.com

Home: Village Qalari Post Office Rasool Abad Tehsil & District Charsadda, 24420 Charsadda (Pakistan)

ABOUT MYSELF

Detail-oriented and organized Accountant with 3 years of experience managing financial transactions, preparing accurate financial statements, and ensuring compliance with tax regulations. Proficient in QuickBooks and Excel, with a strong understanding and a proven track record of maintaining accurate records.

EDUCATION AND TRAINING

Bachelor of Science

Abdul Wali Khan University Mardan

City: Mardan | Country: Pakistan | Website: <https://awkum.edu.pk> | Field(s) of study: Commerce | Final grade: 3.46

Fsc

FG Inter College for Boys Mardan

City: Mardan | Country: Pakistan | Website: <https://www.facebook.com/FGIntercollageforboys/> | Field(s) of study: Pre-Engineering | Final grade: 70.09

SSC

Behlola Model High School Charsadda

City: Charsadda | Country: Pakistan | Field(s) of study: Science | Final grade: 77.63

WORK EXPERIENCE

Abdul Mutalib & Co Peshawar

Accounts Internee [01/07/2021 – 31/08/2021]

City: Peshawar | Country: Pakistan

Managed accounts payable and receivable.
Ensuring timely and accurate processing of transactions.
Reconciled bank statements monthly.
Identifying and resolving discrepancies to maintain financial accuracy

Peshawar Flour Mill's

Accountant [03/07/2022 – 07/05/2023]

City: Peshawar | Country: Pakistan

Participated in internal audits.
Verifying the accuracy of financial records and controls.
Performed bank reconciliations and identified discrepancies.
Contributing to financial accuracy.

Zas Agencies

Assistant Accountant [11/07/2023 – 26/02/2024]

City: Islamabad | Country: Pakistan

Prepared financial statements, including balance sheets, income statements, and cash flow statements, resulting in timely reporting.
Assisted with budgeting and forecasting, providing detailed financial analysis to support decision-making.
Maintained accurate and up-to-date accounting records, improving record-keeping efficiency

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

LANGUAGE SKILLS

Mother tongue(s): Pashto

Other language(s):

English

LISTENING C2 READING C2 WRITING C2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Urdu

LISTENING C2 READING C2 WRITING C2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user