



MUHAMMAD HASSAN KHAN

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SUMMARY

Detail-oriented accounting graduate with strong skills in bookkeeping, financial reporting, and data analysis. Proficient in Excel and QuickBooks, with a solid understanding of accounting principles and financial management. Eager to grow in a professional accounting or banking role.

WORK EXPERIENCE

Assistance Accountant intern , Link HR Consulted **Aug 2025 to Oct2025**

- Assisted in bookkeeping and maintaining daily financial records.
- Handled cash transactions and ensured accurate documentation.
- Processed and cleared vendor payments on time.
- Managed accounts and liabilities using Microsoft Excel.
- Supported senior accountants in preparing financial statements and reconciliations

Assistance Accountant, Pinnacle Private Limited Company **Nov 2024 to April 2025**

- Maintaining daily bookkeeping and financial records in Excel and accounting software.
- Handling cash transactions, vendor payments, and expense tracking.
- Assisting in bank reconciliations, journal entries, and account summaries.
- Supporting senior accountants in preparing monthly reports and financial statements.

Bank intern, Askari Bank Ltd **July 2023 to Sep 2023**

- Assisted in customer account opening and documentation verification.
- Checked and cleared data entries to ensure accuracy and compliance.
- Supported daily banking operations and helped maintain organized records.

EDUCATION

Bachelor of Science in Accounting and Finance **Oct 2020 - Aug 2024**
Kohat university of science and technology

- Major in Accounting and financial terms.
- Bank Internship Report focusing on Account Opening and Financial Data Verification.

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Excel (journal entries, ledgers, reports, pivot tables), QuickBooks (bookkeeping, bank reconciliation, vendor payments), and accounting software (data entry, account management, trial balance preparation).
- **Languages:** English, Urdu, Pushto.
- **Awards/Activities:** Dean’s List at KUST; participated in Accounting and Finance Seminar; volunteered at university events; active member of Finance and Management Society.