

HAREERA MAHNOOR

ACCOUNTANT

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📍 House#467,Dhoke Munshi Khan
Chaklala, Rawalpindi

ABOUT ME

I am a hardworking and detail-oriented accountant with good knowledge of accounting, bookkeeping, and financial reporting. I have experience in handling invoices, bank reconciliation, expense records, and maintaining financial data in accounting software such as QuickBooks and Excel. I have strong communication and problem-solving skills and always try to support the company with honest and efficient work. I am eager to learn new skills and grow professionally in the accounting field.

EDUCATION

Bachelor of Business Administration **2021-2025**

Rawalpindi Women University - Rawalpindi

- Major in Finance

ICS (Comp, Math, Physic) **2018-2020**

Government Degree College - Rehmatabad

Matric (Physic, Bio, Chemistry) **2016-2018**

F.G Girls High School No.2 - Chaklala, Rawalpindi

PROFESSIONAL EXPERIENCE

Internship **June 2024 - August 2024**

Ma'Aref Technologies PVT (LTD)

Ma'Aref Technologies PVT (LTD) **April 2025 - May 2026**

- As an accountant, I learned how to manage financial records, prepare invoices, and maintain accurate accounts.
- I learned to use accounting software like QuickBooks and MS Excel for bookkeeping and reporting.
- I also learned teamwork, time management, and how to handle financial tasks professionally and responsibly.

TECHNICAL SKILLS

Excel	QuickBooks	Bank Reconciliation
Ms Word	Financial Reporting	Invoice Management
Power Point	Bookkeeping	Communication Skills

ADDITIONAL INFORMATION

- **Languages:** English, Urdu, Punjabi
- **Certifications:** Environmental Science Project, Participant – RWU 1st Idea Fest Competitor Key member - RWU Food Management Society, Data Analysis from Digiskill