



WAHIB WAKEEL

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Peshawar

CONTACT

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Seeking challenging and responsible position where my education, experience, ability, potentials can be fully and effectively utilized with opportunities of growth, enhancement of knowledge and to serve in building the nation.

PROFESSIONAL EXPERIENCE

- Working at University of Veterinary and animal sciences swat
From 01 March 2023 t still.
- Three years' work experience as **Accountant** in North West Minerals (**Pvt**) Ltd (19 Nov 2019– 27 Jan 2023).
- More than one year experience as CSR (Customer service Representative) in Wi-tribe (21 Jan 2017-11 Dec 2018)

EDUCATION

- **Bachelor's Degree | 2019**
The University of Agriculture, Peshawar
BBA-Hons (Finance)= CGPA = 2.85
- **INTERMEDIATE | June 2012**
Govt Post Graduate College, Kohat
FSC Pre-Engineering, Marks=68.81%
- **Matriculation | June 2009**
Danish Public School & College Chokara, Karak
Science Group, Marks=72.09%

CERTIFICATIONS

- DIT (One Year)
- Microsoft Applications (Six Months)

SOFTWARE PROFICIENCY

- MS OFFICE
- QuickBooks
- Excel

PROFESSIONAL SKILLS

- Managing all Operation payments
- Salaries
- Cost Reduction
- Planning of payment
- Handling remittances
- Managing all necessary work related to Bank Managing vendor accounts
- Accounts payable and receivable
- Preparing financial statements
- Invoicing
- Tax preparation
- Reporting
- Time management

ADDITIONAL SKILLS

- Proficient in all major accounting software platforms
- Exemplary communication skills in written and spoken form
- Superior ability to handle multiple accounting tasks
- Attention to detail throughout every aspect of work
- Commitment to maintenance of accounting principles

LANGUAGE

- English
- Urdu
- Pashto