

# KHURSHED WAHED

## Accounts Manager

Abu Dhabi, United Arab Emirates, +971 565611833, kwmobin17@gmail.com,

### PROFESSIONAL SUMMARY

Motivated recent graduate with a Bachelor of Business Administration (Finance) seeking an entry-level Accountant position to apply academic knowledge in financial analysis, accounting principles and gain practical experience in a professional setting.

### Work Experience

Jun 2018 – Dec 2018

#### Sales Manager, Khurshid Electrical Services Shop

Al Khalidiyah, Abu Dhabi, UAE.

- Built strong relationships with customers
- Identified new sales prospects
- Achieved high client satisfaction
- Conducted sales visits to customers
- Analyzed sales reports and trends
- Exceeded sales goals with strategic plans

### Internship

Jan 2023 – April 2023

#### Small and Medium Enterprise Financing (SME) Shahjalal Islami Bank Limited PLC

- Participated in SME Financing Internship Program
- Gained knowledge of Corporate Finance & Banking
- Assisted in financial reporting, reconciliations and audits
- Prepared financial statements and reports under supervision
- Supported day-to-day banking operations and customer service

### Project Experience

Sep 2022 – Dec 2022

#### Financial Analysis Project (Port City International University)

- Applied accounting principles to ensure accurate financial documentation
- Conducted in-depth research on financial data and market trends
- Presented findings and recommendations to faculty and peers
- Led a team project analyzing financial statements and performance metrics

### EDUCATION

Jan 2020 – May 2023

#### Bachelor of Business Administration

##### Port City International University

Chattogram

- Major in Finance
- CGPA : 3.04 out of 4.00

Aug 2014 – Aug 2016

#### Higher Secondary Certificate Govt College of Commerce

Chattogram

- Major in Business Studies
- GPA : 4.33 out of 5.00

Jan 2012 – April 2014

#### Secondary School Certificate South Madarsha S.S.M. High School

Chattogram

- Major in Business Studies
- GPA : 5.00 out of 5.00

### SKILLS

- Leadership
- Financial Analysis
- Accounting Principles
- Reconciliation
- Effective Communication
- Team Collaboration

### OTHER SKILLS

- **Driving Skill**  
Light & Two Wheeler Vehicle  
(Bangladeshi Domestic & International License)
- **Computer Skill**  
Microsoft Office Suite (MS Word, Excel, PowerPoint, Internet Browsing & E-mail)

### LANGUAGES

- Bengali - Native Speaker
- Hindi - Very good command
- English - Good Working Knowledge
- Urdu - Good Working Knowledge