



# Walid H. Khan

www.linkedin.com/in/walidhkhan    
(480) 544-4705 | walidhkhan@gmail.com  
Chandler, AZ 85249

## PROFESSIONAL SUMMARY:

---

Business professional with an established work ethic and capability to solve organizational problems in order to accomplish goals. Demonstrated ability to work with a team or independently while supporting a desire to thrive within a growing organization. Experience in accounting, bookkeeping, financial reporting, taxation, and customer-service.

## EDUCATION:

---

Grand Canyon University - *Phoenix, Arizona* **08/2016 – 12/2018**  
**Bachelor of Science in Accounting** **GPA 3.11**  
Clubs & Societies: Accounting Society and Finance/Economics Club

## RELEVANT EXPERIENCES:

---

Kohl's: **Omnichannel / Operations Associate – Chandler, AZ** **09/2020 - Present**

- Operated Kohl's omnichannel by processing and packaging online ship from store / pickup from store orders.
- Delivered curbside pickup online orders, Reticketed item prices and categorized items to clearance.
- Audited backstock inventory and assisted operations with special projects.

CBRE: **Associate Property Management Accountant – Phoenix, AZ** **03/2019 – 06/2020**

- Managed full-cycle accounting activities for 10 commercial properties (up to \$3.5 million worth in assets).
- Prepared month-end financial reporting packages within an accurate and timely manner in compliance with Real Estate Accounting Policies and Procedures.
- Created, posted, and re-classed journal entries.
- Initiated wire transfers, performed credit applications, processed check runs, created accruals, inputted lease revisions and manual billings.
- Analyzed and reviewed financial statements including the general ledger, income statement, balance sheet, trial balance, and receivable ledger.
- Calculated sales taxes and asset management fees due.
- Ensured expenses, cash receipts, owner's distributions, funding requests and other transactions for the accounting period were accurately posted.
- Reconciled bank statements, general ledger accounts, sales tax calculations, owner's distribution calculations, asset management fees, and cash analysis statements.
- Amended the yearly budget and yearly operating expense form.
- Paid and resolved complications regarding state property tax and real estate tax payments.
- Reviewed A/P invoices and resolved vendor specific A/P issues.
- Reviewed legal real estate documentation and annual CAM / OPX reconciliations.
- Researched and communicated financial information with property managers and clients.

Fry's Marketplace: **Courtesy Clerk / Front End Associate - Chandler, AZ** **05/2018 – 08/2018**

- Monitored work of fellow courtesy clerks and trained newly hired associates.
- Acquired and packaged requested items and clearing company property of unwanted items.

## SOFTWARE:

---

- Fluent with Windows OS, Microsoft Office applications with intermediate understanding of Excel.
- Experience with MRI, Ultimus, Peoplesoft, and Yardi Procedure to Pay software applications.

## CERTIFICATIONS:

---

Certificates: Accounting Fundamentals, Fixed Income Fundamentals, & Reading Financial Statements

Licenses: 11524154, 12274836, 11731174 designated by the *Corporate Finance Institute*