



Zeeshan Ahmed Abro

EXPERIENCE

February 2022 - Current

Assistant Accountant Makhdoom Bilawal Housing Society Karachi. | Karachi, Pakistan

- Updated and maintained accounting journals, ledgers, and other records detailing financial transactions.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Reconciled monthly bank statements and resolved discrepancies.
- Prepared and processed financial documents, including invoices, bills, and accounts payable and receivable.
- Managed accounts payable and receivable, tracking and reconciling invoices to maintain precise financial records.


EDUCATION

2014

Certificate of Higher Education | Bachelors in Commerce
Shah Abdul Latif University Khairpur , Khairpur Sindh

LANGUAGES

English:  C2
Proficient

Urdu:  C2
Proficient

📍 SHIKARPUR, 78100, Pakistan

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SUMMARY

Finance professional with experience in managing accounts payable and receivable, reconciling bank statements, and preparing financial reports. Skilled in using accounting software, maintaining accurate records, and supporting month-end closing processes. Strong analytical skills, ensuring compliance with financial regulations and company policies.

SKILLS

- Microsoft Excel
- Data Entry
- Invoicing and collections
- Excel proficiency