



# MUHAMMAD ZEESHAN

Account Manager

## About Me

Dedicated and detail-oriented accountant with a passion for numbers and a commitment to accuracy. I thrive in organizing financial information, analyzing data, and ensuring compliance with regulations. My strong communication skills help me collaborate effectively with teams and explain complex financial concepts in simple terms.



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Regi Rokezai Peshawar, Pakistan

## LANGUAGE

- English

## EXPERTISE

- Financial Reporting
- General Ledger Management
- Accounts Payable/Receivable
- MS Excel (Advanced)
- Accounting Software (e.g., QuickBooks, SAP)
- Team Leadership

## EXPERIENCE

### Construction Company Peshawar - Pakistan 2021 - 2022

Managed and maintained financial records, general ledgers, and journals to ensure accuracy and compliance with accounting standards. Assisted in the implementation of accounting software [Specific software/system]

### Freelancing, Online Seller 2022 - 2023

As a freelance online seller, I successfully established and managed my e-commerce business, leveraging platforms such as [Gumtree] and [Shpock]. My experience in this role allowed me to develop a wide range of skills related to e-commerce, sales, customer service, and digital marketing.

## EDUCATION

### Qurtaba University

Bachelor of Business Administration  
2017-2022

### Governament College Peshawar

Fsc Pre - Engineenaring  
2015-2017

## SKILLS SUMMARY

Team Leadership

78 %

General Ledger  
Management

81 %