



ZUBAIR HUSSAIN

ACCOUNTANT

PROFILE

Detail-Oriented as a Accountant with 7 year of experience managing financial records, preparing accurate financial reports and supporting internal audits. Adept at leveraging accounting software to improve accuracy and efficiency in financial reporting. Proven ability to analyze financial data and provide actionable insights to support decision making processes. Seeking to contribute to a dynamic finance team and grow with in a challenging accounting environment in an accountant role.

WORK EXPERIENCE

Al khidmat Raazi Medical Centre Rwp 2025-Present Accountant

- Maintained accurate financial records and prepared monthly, quarterly and annual reports.
- handled bank reconcilations and maintained petty cash records.
- Prepared payroll and managed employee salary disbursements in coordination with HR.
- Monitor brand consistency across marketing channels and materials.

Punjab Cash & Carry Taxila Branch 2023-2025 Accountant

- Handled Accounts payable and Receivable.
- Daily Cash closing, bank transection and dealing.
- Prepared and maintained accurate financial record and reports.
- Proficient in data entry and information management.

Ayaan Enterprises Rwp 2020-2023 Accountant

- Managed accounts payable and receivable, including invoice processing and vendor payments.
- Assisted in budget preparation and monitored expenses against allocated budgets.
- Developed and implemented internal procedures.

Sadaat Group of Company 2018- 2020 Distribution KPO

- Handled accounts payable and receivable.
- Prepared financial statements and budgets.
- Prepared detailed audit reports and recommendations.
- Conducted audits for compliances.

REFERENCE

WILL BE PROVIDED ON REQUEST

CONTACT

- ☎ 0347-9983550
03461081749
- ✉ zubairhussain9091@gmail.com

- 📍 Village Chalandrat, p/o
Jahala, Tehsil Dhirkot
District Bagh Ajk

EDUCATION

2016-2018 UNIVERSITY OF AJK MZD

- Bachelor of Commerce
- B.com

2014-2016 MIRPUR BOARD AJK

- I.com

2011-2013 MIRPUR BOARD AJK

- Matric (Science)

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Financial Reporting & Analysis

LANGUAGES

- English (Conversational)
- Urdu (Fluent)