



# Adnan Zeeshan

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Al Jaber Accommodation Complex, Mafraq, Abu Dhabi

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## Professional Summary

Highly motivated Finance Assistant with a Bachelor's degree in Accounting and Finance. Adept at financial analysis, budgeting, and financial reporting. Proficient in using MS Office and Tally ERP.9. Looking to leverage my analytical skills and financial expertise in a dynamic and challenging work environment.

## Skills

- **Financial Analysis:** Strong ability to analyze financial data and generate detailed reports.
- **Accounting:** Proficient in accounting principles and practices, including accounts payable/receivable and general ledger entries.
- **Budgeting:** Experience in preparing and monitoring budgets.
- **MS Office:** Advanced skills in Word, Excel, Access, and PowerPoint.
- **Tally ERP.9:** Proficient in using Tally ERP.9 for financial transactions and reporting.
- **Customer Service:** Strong interpersonal skills with experience in resolving customer service issues.
- **Languages:** Fluent in English, Urdu, Hindi, Pashtu, and Punjabi.

## Experience

### Patrolling Security Officer

Al Jaber Security, Abu Dhabi, UAE

June 2019 - Present

- Conducted regular patrols and monitored for any signs of suspicious activity or security breaches.
- Assessed the performance of security staff and ensured adherence to protocols.
- Reported incidents and breaches of security protocols directly to the HSE manager with accurate documentation.

**Financial Role:**

- Oversaw the budget for security operations and ensured cost-effective measures.
- Assisted in financial planning and analysis for security department expenses.
- Coordinated with the finance department to process invoices and manage payments.

**System Operator**

Leopards Courier Services Pvt. Ltd., Kohat, Pakistan

March 2017 - April 2019

- Monitored and updated package tracking systems to ensure accurate delivery information.
- Coordinated with drivers and dispatchers to ensure timely and efficient delivery schedules.
- Resolved customer service issues including missed deliveries and incorrect addresses.

**Financial Role:**

- Managed daily financial transactions and maintained accurate records.
- Assisted in the preparation of financial reports and statements.
- Monitored budget expenditures and provided cost-saving recommendations.

**Education**

Bachelor of Business Administration (Hons): Accounting and Finance

Kohat University of Science and Technology, Kohat, Pakistan

Graduated: 2016

**Certifications**

- MS Office: Word, Excel, Access, PowerPoint.
- Tally ERP.9
- Skill Development Council: Certificate in English Language.

**Hobbies**

- Writing
- Reading
- Photography
- Design

**Driving License**

UAE Light Vehicle (Manual)