ABDUR REHMAN

Accounting Assistant/ front end developer

DETAILS

jamshed road No:3, Karachi, Pakistan
arrehman221133@gmail.com
03140220318-03282630997

PROFILE

Motivated and detail-oriented professional with 1 year of experience as an Assistant Accountant, recently transitioned into web development with a strong foundation in front-end technologies and actively expanding back-end skills. Proven ability to adapt quickly, solve problems, and deliver clean, responsive user interfaces. Eager to contribute technical and analytical expertise to dynamic development teams

EMPLOYMENT HISTORY

Assistant Accountant and Follow up , Salman Agencies , karachi

MAY 2024 — JULY 2025

- Assistant Accountant

- Responsibilities:

- Prepared and maintained balance sheets with accuracy

- Managed and sent contract-related emails to clients and vendors

- Followed up on pending payments from parties to ensure timely collection

- Created and updated stock reports for inventory tracking

- Supported overall accounting and administrative tasks as required

EDUCATION

Matric science , Mama baby care school , Karachi

MAY 2023 — FEBRUARY 2024

I am currently in the final year of my diploma at Apptech, having successfully completed two years of study. By next year, Insha'Allah, I will complete both my diploma and intermediate education, And will be graduated as an software engineer

Front end web development , Apptech Gulshan, karachi

MARCH 2024 — MARCH 2025

Front-End Web Development

Skills:

Proficient in HTML, CSS, JavaScript

Built responsive and user-friendly websites

Experienced in WordPress for custom themes and content management

Familiar with React, Bootstrap, and basic SEO practices

Focused on clean code, performance, and great user experience

LINKS

Instagram   Facebook

SKILLS

Communication Skills	Adaptability
Effective Time Management	Fast Learner
Ability to Work in a Team	Front end web development
Microsoft Excel	MERN-STACK DEVELOPER
BACK-END DEVELOPER	WORDPRESS

LANGUAGES

English	Urdu