

Jabbar Hussain

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Accountant and Bookkeeper

I'm a detail-focused accountant and bookkeeper who enjoys turning complex figures into clear, well-structured financial records that support better decisions.

Work Experience Account Manager

HPG Entertainment (Remote)

2022-2023

HPG Entertainment is a media and event company that manages live shows, tours, and digital content for top comedians and entertainers.

- Managed full bookkeeping for the client, including AR, AP, and expense tracking in QuickBooks.
- Prepared 1099 forms and maintained accurate financial records for tax reporting.

Reconciled accounts, monitored cash flow, and provided regular financial updates.

Senior Bookkeeper

Residents Living Group (Remote, Server-based)

2023-2024

A full-service property management agency overseeing residential communities, rentals, and maintenance operations.

- Managed bookkeeping in Rent Manager and QuickBooks.
- Used Service Fusion to track and coordinate maintenance tasks.
- Communicated with vendors to ensure timely completion of scheduled work and services.

Accounts and Vendor Management Associate

Livable.com (Remote)

2024-Current

Livable is a property management company providing billing, vendor coordination, and utility cost allocation services for residential and commercial buildings.

Managed and updated a vendor list of over 200 active suppliers to support property operations.

Prepared and processed monthly bills, ensuring accuracy and timely recordkeeping for multiple properties.

Assisted with property management tasks, coordinating maintenance schedules and vendor payments efficiently.

Accountant and Bookkeeper for Noval Communities LLC
Sep 2025 – Ongoing

I provide full-cycle accounting for Noval Communities, a real estate development company, managing all financial operations from daily bookkeeping to monthly reporting

- Handle property-specific accounting, including AP/AR, bank reconciliations, and expense management.
- Maintain accurate financial records and ensure timely monthly financial statements.
- Support management with clear reporting, cash-flow tracking, and real-time financial insights.

Education

BBA(Hons) Finance Karakorum International University (2020-2024)

Key Achievements

Vendor list expansion

Billing accuracy improved

Built and maintained a database of over 200 vendors, improving coordination Reduced recurring billing errors by implementing a more consistent and ensuring faster response times. Verification process and ensuring timely record updates.

Workflow efficiency enhanced

Expense tracking organized

Streamlined daily accounting and property management tasks, helping the Established a clear tracking system for property expenses, improving team meet deadlines and reduce administrative delays. Transparency and simplifying month-end reconciliation.

Skills

Microsoft Excel Xero - Quickbook - Appfolio - Rent Manager - Buildium - Wave - Sage - Service Fusion - Asana - Salesforce - Hubspot

Languages

Burushaski (Native)	Shina (Native)	Urdu (Proficient)
English (Advanced)	German Level (A2)	