



## Ms. HUSN BANO

### Post Applied for: Operations Assistant + Accountant

I am a self-made individual, with quick grasping capabilities able to deliver results within a short span of time. My objective is to work in an encouraging environment and take up a challenging role in the field of Logistics where my skills, experience and potential will be fully utilized.

I have a total work experience of **14 years** in Accounts and Administrative areas and I am open to build my career in the field of Logistics

## CONTACT DETAILS

Address: Dubai, UAE  
Contact No: +971528340718  
Email: [rubab.khi786@gmail.com](mailto:rubab.khi786@gmail.com)

## EDUCATION

Bachelor of Arts  
University of Karachi 2007-2009  
Course in Basic Accounting 2010

## HIGHLIGHTS

- Good correspondence skills
- Attention to detail and accuracy
- Confidentiality
- Stress tolerance
- Well-organized
- Adaptability, Friendly and Polite
- Teamwork

## OTHER SKILLS

- MS Office
- Typing skills
- Excellent spelling & grammar skills

## OTHER INFORMATION

Date of Birth: 03-Oct-1986  
Nationality: Pakistan  
Languages: English, Urdu, Hindi  
Visa Status: Work Visa  
Notice Period: 30 Days  
Expected Salary: AED 4,000.00

## WORK EXPERIENCE

### Accountant- Apr 2022 to Till Date (1 year)

#### EXONIC SHIPPING LLC – Dubai, UAE

- Working on Nautilus Freight Forwarding ERP version 6.0 by Flair Software Solutions, Dubai
- Entering Revenue and Job Cost in Job sheet as provided by the Salesperson against the Quotation
- Raising Customer Job Invoices
- Follow up with messengers and Vendors for job cost expense vouchers and posting of job cost
- Maintaining Cash and Bank books in Excel & in the software
- Corresponding with customers and sending Customer SOA & Outstanding
- Follow up with Customer for payments
- Petty Cash and Bank Reconciliation
- Weekly preparation and submission of Receivables and Payables
- Job Closing, Month closing and submission of monthly Profit & Loss to the Management
- Liaisoning with the Auditors and providing them the necessary accounting information and supporting documents during Audits

### Assistant HR Manager - July 2018 to Nov 2022 (4 years)

#### PEPSICO – Karachi, Pakistan

- Managing the workflow of employees, creating team schedules and delegating tasks.
- Assessing the work performance of employees and identifying areas that need improvement.
- Ensuring that business goals, deadlines & performance standards are met.
- Training & onboarding new hires to make sure they understand their roles.
- Setting goals for workers and making sure they comply with the company's plans and vision.
- Recommend new employees to the human resources team based on an assessment of their performance.
- Reporting performance records and evaluations to HR and senior management.

**Assistant Manager - July 2011 to Jan 2018 (7 years)**  
**Leisure Car Rental – Karachi, Pakistan**

- Assist the manager in organizing, planning and implementing strategy.
- Coordinate operations, manage schedules and deadlines
- Supervise and motivate staff.
- Monitor operating costs, budgets and resource.
- Create reports, analyze and interpret data
- Assess staff performance.
- Supervise daily support operations of company
- Lead a team of professionals to complete a range of administrative duties in different departments.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.

**Accounts Assistant - Feb 2009 to Jun 2011 (2 years)**  
**Leisure Car Rental – Karachi, Pakistan**

- Receiving and sorting incoming payments with attention to credibility
- Managing the status of accounts, balances and identify inconsistencies
- Issuing bills, receipts and invoices
- Assisted in monitoring past due accounts and contacting customers to make collections attempts.
- Making salary sheet at the end of month and disbursing salary to all staff, maintaining salary advance and loans records