

# Shazia Bano

## Accountant

Uae

[shaziabano48\\_8xz@indeedemail.com](mailto:shaziabano48_8xz@indeedemail.com)

+971 525257093

(15+ years)

Dec-16 - Nov -18

Accountant Masooma Travels LLC (Dubai)

July 10 - August-15

Accountant Maha Group of Companies

April 06 - July 09

Senior CSR Johan (Pvt) LTD (Culligan Water)

Mar-01- Feb -06

Assistant Accounts Manager Homtex

March 99 - Feb 01

Assistant Accountant Mullan Computer

Willing to relocate: Anywhere

## Work Experience

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### Accountant

Masooma Travels LLC - Dubai

December 2016 to November 2018

- Prepare daily closing report.
- Responsible for Preparation of monthly, half yearly and yearly financial statements.
- Preparation of Bank Reconciliations & company liquidity management.
- Monthly payroll of Staff
- Management of Staff termination benefits - Pension Management
- Review of Internal Control
- Facilitating external internal audit & compliance management

### Accountant

Maha Group

July 2010 to August 2015

- Responsible for Preparation of quarterly, half yearly and yearly financial statements.
- Preparation of Bank Reconciliations & company liquidity management.
- Monthly payroll of Staff
- Statutory Sales & Income Tax Reporting
- Management of Staff termination benefits - Pension Management
- Review of Internal Control
- Facilitating external audit & compliance management
- Obtaining fund based & non-fund based finance limits from banks.
- Review & Management of Financial Key Performance Indicators (KPIs)
- Ensuring liquidity & solvency & meeting debt covenants of lenders

- Financial Risk Reviews & Forex Management.
- Review & Management of Finance function according to strategic planning of organization

## **Customer Service Executive& CEO**

Johan (Pvt) LTD

April 2006 to July 2009

Culligan Water)

(3 Years)

Three Years Worked in Johan (Pvt) Ltd (Culligan Water) as a Customer Service Executive& CEO  
As Senior CSR

(P.A)

Job Responsibilities:

- To maintain Daily New Customers list
- Attend Customers calls and provide all information about products
- To monitor customers, complain sheet
- To monitor daily & monthly customers quality complains sheet
- To monitor customers refunds
- Make new customers
- To arrange CEO meetings & documentations

## **Finance Professional**

Homtex

March 2001 to February 2006

Assistant Accounts Work performed

Manager • Responsible for Preparation of quarterly, half yearly and yearly financial statements.

- Preparation of Bank Reconciliations & company liquidity management.
- Monthly payroll of Staff
- Statutory Sales & Income Tax Reporting
- Management of Staff termination benefits - Pension Management
- Inventory management & reporting
- Assisting Procurement department

## **Assistant**

Mullan Computer

March 1999 to February 2001

Preparation of Bank Reconciliations

Accountant

- Periodical reporting of receivables & payables
- Assisting Procurement department
- Monthly payroll of Staff

IT Based

Knowledge • Quick Books • Tally

- ERP • MS Office
- E-filing • Excel

Key Finance Related

Achievements • Well versed with financial institution handlings including fund based & non-fund based finance

- Budgeting, Financial Planning & Control
- Liquidity Management
- Procurement & Logistics
- Supply Chain Function

#### Accounting Related

- Preparation of Financial Statements
- Tax Management
- Statutory Reporting
- E Procurement
- Port Operations

#### Training & Development Skills

- Conducted training program for team on finance related issues
- Motivation & Team Building
- Attend classes of VAT Training in UAE

## Education

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### **MBA in Accounting Finance**

Indus University - Karachi, PK

2011

### **BSC**

Karachi University

2002

## Links

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<https://pk.linkedin.com/pub/shazia-bano/2b/784/134>

## Additional Information

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visa Status: Visit visa 14 January till 9 April