

ALI HUSNAIN

Father Name: Sabir Ali **Cell:** +971-58-835-7063

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Mussafah, Shabiya 11 Abu Dhabi UAE|,Mandi Faizabad, District Nankana Sahib (Punjab),
Pakistan|**Languages:** Urdu, Hindi,English, **Marital Status:** Single| **DOB:**Oct 05, 1996| **Religion:** Islam |
Domicile/Nationality: Punjab-Pakistan

MANAGEMENT PROFESSIONAL

Offers experience in Management, Export Documentation,International Suppliers and Customers Accounts Reconciliations,Management and Audits. Possess great ability of taking initiatives that will enhance company performance, profitability and achievement of corporate goals.

----- TECHNICAL EXPERTISE -----

Microsoft Office | Internet and Email | Accounting Software (SAP, Oracle& Visual Base).

PROFESSIONAL EXPERIENCE

East Rice Company (Pvt.) Limited

Sep 2021 -Present

ASSISTANT EXPORT MANAGER (DOCUMENTATION)

Render keen eye for details to perform analytical skills in order to accomplish export targets, Coordinate with shipping line, freight forwarder, clearing agents, custom offices, and all other officials/Authorities relevant to export.

Key Responsibilities:

- Get sales contracts signed from the clients and update sale order file on daily basis.
- Prepare and communicate production plan with production departments on daily, weekly and monthly basis.
- Track electronically the status of all the shipments and preparing a report of the same and directly report to the director on daily basis.
- Coordinate closely with the logistics/shipping Company/agents for scheduling and bookings shipments to ensure smooth and timely cargo delivery.
- Coordinate with vendors in order to arrange all material in time to avoid delay in export shipment.
- Prepare complete set of documents pertaining to export shipping documentation based on L/C and/or other credit terms.
- Get all required documents attested from the relevant authorities/ministries/chamber of commerce.
- Maintain a direct relationship with the Bank pertaining to all export procedures and documentation.
- Prepare and file all documentation and relevant email correspondences.
- Any other task assigned by director/CEO

East Rice Company (Pvt.) Limited.

Accountant

Oct 2019 - Sep 2021

Update accounts receivable and issue invoices, accounts payable and perform reconciliations. Process and update journal entries to ensure all business transactions tracking. Develop and review employee expenses and salaries and make reimbursements. Coordinated with management at the project level to ensure expense plans are achieved.

Key Responsibilities:

- Utilized accounting software (Oracle and Excel) and analytical skills to record and maintain all accounting journal entries.

- Provide customers services with exuberant marketing.
- Utilize soft skill with customers
- Reconciliation of supplier's and customer's accounts
- Analyzed and review financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss or other financial activities within an organization

EDUCATION AND PROFESSIONAL TRAININGS

MASTERS IN ENGLISH

FROM Government College University Faisalabad, Punjab-Pakistan 2019.

BACHELOR OF ARTS

From University of the Punjab, Lahore, Punjab-Pakistan 2017

INTERMEDIATE COMPUTER SCIENCE

From Board of Intermediate and Secondary Education, Lahore, Punjab Pakistan 2015.

SECONDARY SCHOOL CERTIFICATE (SSC)

From Board of Intermediate and Secondary Education, Lahore, Punjab - Pakistan 2013.

CERTIFICATES

- ▶ Certificate of participation in Pakistan boys Scouts Movement from Pakistan Boy Scout Association.
 - ▶ Certificate of Excellence from Punjab group of colleges.
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