



SAKINA BANO

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PERSONAL SUMMARY

Want to work as much as I can because I know very well how to handle the work. I wonder to be the best from all the staff and try to prove it. I don't let my seniors to be sad or angry because of my work.
I always try to do my best and want to be a great personality in future.

EDUCATIONAL QUALIFICATIONS

QUALIFICATION	DIVISION/ GRADE	BOARD / UNIVERSITY
➤ Governor Sindh Initiative For Artificial Intelligence, WEB 3.0 & Metaverse	1 st Quarter Cleared	Karachi
➤ M A (Mass Communication	1 st Division	Karachi University
➤ B Ed	B grade	Allama Iqbal University
➤ Bachelor of Arts	2 nd Division	Karachi
➤ Intermediate	2 nd Division	Karachi
➤ Matriculation	C Grade	Karachi

➤ PROFESSIONAL WORK EXPERIENCE

ORGANIZATION	DESIGNATION	DEPARTMENT (S)
HABI QATAR INT'L EXCHANGE COMPANY (FROM APRIL 2010 TO JANUARY 2017)	REMITTANCE OFFICER	OPERATIONS AND TRESURY DEPARTMENT

Job Description and Profile

The remittance officer of an exchange company is responsible for administrative functions of the exchange company with regard to outward remittance i.e. Telex transfer and demand drafts.

The remittance officer ensure that all the transaction are entered and documented precisely

Duties and Responsibilities

The duties and responsibilities of an exchange remittance officer are:

Educating and guiding customers with regard to outward remittance

Ensuring that the documents regarding outward remittance are in order

Ensuring that good customer care is being provided

Ensuring that all financial documents are kept updated

May have to deal with customer and bank

Monitor and supervise the employees working counter are hand cash receipt against outward remittance

Follow up Inward or outward Remittance or Online Banking

Dealing with Treasury department with bank

Follow up Bank position

Follow up Bank Reconciliation with accounts departments

Follow up entire branches positions

Record the fund transferred from various exchange and crosscheck with the revenue ledgers and if necessary corresponding with Bank

Compile & record the revenue statement and reconcile the balance with branch

Skills and Specifications

The skills and specifications of an exchange company remittance officer are:

Excellent knowledge about KYC/AML related rules and regulations

Good Computer skills

A keen eye for detail

Excellent communication and negotiation skills

Good motivational abilities

Ability to work with high precision

Strong troubleshooting skills

Previous jobs

<p style="text-align: center;">ORGANIZATION</p> <p style="text-align: center;">Z&Z Packages (private) limited</p> <p style="text-align: center;">(FROM Feb 2009 to march 2010)</p>	<p>DESIGNATION:</p> <p>Accounts Officer</p>	<p>DEPARTMENT (S)</p> <p>FINACE & ADMIN</p>
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Job Description and Profile

The Accounts Officer is responsible for maintaining financial, accounting, administrative and

Personnel services in order to meet legislative requirements and support municipal operations

The job purposes of the position mainly are: processing the payment keeping accounting record into system and

Tex compliance

Duties and Responsibilities

Prepare bank draft and arrange for fax transfer against the payment of installments to partners and other services providers as necessary

Reconcile final bill claim with provisional bill claim at the end of the year

Pass necessary journal entries & prepare cash trial and bank reconciliation statement

Sales invoice out standing payments handle all parties

Ensure that necessary books of account like cash book, ledger, etc are prepared and compare with exchange bank statement

Assist with the annual audit

Maintain the purchase order system

Skills and Specifications

The incumbent must demonstrate the following skills

- Supervisory skills
- Team building
- accounting and bookkeeping skills
- effective verbal and listening
- communications skills
- ability to operate computerized
- accounting, spreadsheet and
- time management skills

Previous jobs

ORGANIZATION	DESIGNATION:	DEPARTMENT (S)
Pakistan Cargo Services (Pvt)Ltd (FROM August 2003 to Dec 2008)	Accounts Assistant	ACCOUNTS & FINANCE

Job Description and Profile

As an account Assistant work with an organization's Accounting Department. The role involves assisting Officials/Senior management in the maintenance, reporting and management of the company's finances.

Account Assistants provide administrative to accountants, undertaking clerical takes such as typing, filing, making phones calls, handling mail and basic book keeping. Working directly for an accountant, accounting manager or finance manager (or a small team of them)

Duties and Responsibilities

- Manage of petty cash
- Controlling credit and ensuring debtors pay on time
- Reconciliation of direct debits and finance accounts
- Ensuring all payments amount & record are accurate
- Preparation of statutory accounts
- Working with journals ,sales & purchase ledgers and spreadsheets
- Sorting out incoming and outgoing daily post and answering any queries

- Calculating and checking to make sure payments, amounts and record are correct

Skills and Specifications

Accounts assistants are required to have a logical mind and an ability to work well with numbers. Other skills needed for the job include:

- Excellent attention to detail
- Good administrative skills
- A polite cheerful attitude , particularly when meeting clients
- The ability to work to dead line
- The ability to balance a number of conflicting demand
- A genuine interest in business and finance good administrative skills

Professional Training

- Courses / seminars organized by professional institutions, organizations.
- Complete Grip on all work & follow up my department After boss
- Presentation techniques and group discussions.

COMPUTER SKILLS

- MS Office Professional including MSWord, and Excel.
 - Various Accounting packages and Internet.
 - In page
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PERSONAL INFORMATION

Father's Name:	Mohammed Ilyas
National Identity Card #:	42101-9572599-4
Nationality:	Pakistani
Marital Status:	Married
PRC & Domicile	Sindh, Karachi

Declaration

I hereby declaration that the above information is true and correct to the best of my knowledge and belief. All original certificates providing my education qualification and experience will be proceed at the time of interview.

REFERENCE

Will be furnished on request