
RABIA FAIZ

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PROFESSIONAL SUMMARY

Results-driven Finance, Administration & HR Manager with 17+ years of experience in financial management, taxation, regulatory compliance, and HR operations. Proven track record of leading large-scale projects, delivering accurate financial reporting, and ensuring full regulatory compliance. Adept at managing cross-functional teams, optimizing business processes, and supporting strategic decision-making to drive organizational growth and efficiency.

SKILLS

- Financial Management & Reporting
- Budgeting, Forecasting & Cash Flow Management
- Internal Controls & SOP Development
- Taxation & Regulatory Compliance
- Audit Coordination & Risk Management
- ERP / QuickBooks / MS Excel (Advanced)
- HR Management & Workforce Planning

WORK HISTORY

- ERP / QuickBooks / MS Excel (Advanced)**Manager Accounts, Finance & Administration**

Dec 2012 – Present

360 Technologies (Pvt.) Ltd., Islamabad

- Lead end-to-end financial management, including preparation and finalization of monthly and annual financial statements in compliance with applicable standards and regulatory requirements.
- Oversee budgeting, forecasting, and financial modeling to ensure effective cash flow management and strategic decision-making.
- Ensure full compliance with tax laws and regulations, including accurate computation, filing, and advisory on corporate and withholding taxes.
- Manage accounts receivable and payable functions, strengthening internal controls and improving collection and payment cycles.
- Coordinate with external auditors and tax consultants for audits, assessments, and regulatory matters.
- Supervise and mentor finance team members, building capacity through training and performance management.
- Develop and implement financial policies, SOPs, and internal control systems to enhance operational efficiency and governance.
- Oversee administrative operations, including office management, vendor negotiations, and cost control to optimize organizational resources.
- Manage procurement and inventory processes, ensuring availability of resources while maintaining budgetary discipline.
- Lead cross-functional coordination for board meetings, management reporting, and strategic planning initiatives.
- Ensure compliance with corporate, legal, and regulatory requirements, maintaining strong liaison with government authorities and stakeholders.

Additional Charge – Human Resources & Administration

Dec 2012 – Apr 2016 & May 2024 – Present
360 Technologies (Pvt.) Ltd.

- Manage end-to-end HR functions, including recruitment, onboarding, employee lifecycle management, and HR provisioning for projects.
- Develop and implement HR policies, ensuring compliance with labor laws, contracts, and statutory requirements (including EOBI).
- Direct HR and administrative functions, including staff supervision, performance monitoring, and operational support for a workforce of 500+ employees.
- Maintain employee records, contracts, and HR documentation in line with organizational and regulatory standards.
- Coordinate with management, project teams, and external stakeholders on HR and operational matters.
- Support workforce planning and resource deployment aligned with project and business needs.
- Oversee administrative operations, including vendor coordination, invoicing support, and office management.
- Organize meetings, events, and executive schedules to ensure smooth operational flow.
- Represent the company in implementation and upgradation of ISO 9001:2008 & 2015 within HR, Admin/Procurement functions.

Admin & HR Officer

Dec 2009 – Dec 2012
Natover Lease & Refinance Limited, Islamabad

- Supported Deputy Chief HR/Admin in managing HR and administrative operations across head office and 14 nationwide branches.
- Managed recruitment processes, including job postings, candidate coordination, and onboarding of new employees.
- Maintained comprehensive employee records, including personal files, leave management, reimbursements, and asset allocation.
- Prepared and administered HR documentation, including appointment letters, contracts, and disciplinary correspondence.
- Coordinated payroll activities for multiple branches and ensured accuracy of employee records and benefits (including EOBI).
- Handled administrative operations, including asset management, procurement of office supplies, and inventory/stock control.
- Organized meetings, trainings, and events, while managing schedules and administrative support functions.
- Liaised with internal departments and external stakeholders to ensure smooth operational coordination.

Additional Responsibility – Accounts Officer (Sep 2010 – Dec 2012):

- Assisted in basic accounting functions, including financial record-keeping, invoice processing, and support in accounts operations.

EDUCATION

B.Com: Commerce, 2007

Punjab University – (Islamabad Commerce Collage for Women), Islamabad Capital Territory

- Majored in Accounting, Taxation, Law

MBS: Banking & Finance, 2014

Virtual University - Islamabad, Islamabad Capital Territory

- Majored in advanced financial management, Investment management, Financial analysis, International banking

TRAININGS & COURSES

- Business Intelligence & Data ware House 2 Months Course
- ISO 9001:2008 Training
- ISO 9001:2015 Training