

FAISAL BAIG

Address: Block 8, FB Area, Karachi.

Location: Pakistan

DOB: 04th December 1990 Mobile Number: (+92) 313-2221356

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OBJECTIVE:

Results driven financial expert with 10+ years of experience in financial analysis, accounting, seeking a mid-senior role to leverage expertise in optimizing financial strategies, ensuring compliance and driving organizational growth.

CORE COMPETENCIES:

Financial Accounting & Reporting | Funds Management & Investments | Financial Analysis |
Financial Regulations & Compliance | Problem Solving | Time Management | Taxation |
Accounts Payable | Vendor Management

PROFESSIONAL EXPERIENCE:

➤ *NayaPay (SMC) Pvt Ltd. (Part of Lakson Group of Companies)*

- *Finance Specialist*

November 2023 – Till Date

- Analyzed E-Money positions and assisted management with investment related decisions to achieve better profits.
- Managed treasury functions on daily basis for smooth financial operations.
- Assisted GL's integration & functionality for Nayapay projects like RAAST, AliPay & MTag.
- Weekly filing of Withholding (Adjustible) to tax authorities.
- Ensured daily compliance to regulatory bodies like SBP. Paypak & llink.

➤ *NayaPay (SMC) Pvt Ltd. (Part of Lakson Group of Companies)*

- *Finance Executive*

February 2023 – October 2023

- Conducted User Acceptance Testing (UAT) for GLs and Management Reports.
- Managed daily IBFT and IFT processing, GL reconciliations, and tax filings (GST, SST & Withholding tax).
- Oversaw T-Bill and PIB investments, maintained compliance with SBP EMI rules.
- Reviewed monthly bank reconciliations for settlements, refunds, and trust accounts.
- Contributed to month-end adjustments and closing activities.

➤ *Aga Khan Development Network – Finance Officer*

April 2016 – January 2023

- Managed & supervised donation funds **worth Rs.1 billion and above**
- Preparation of Bank Reconciliations – **Amount exceeds 50 Million PKR.**
- Lead a team of Finance Officer & Data operator for assurance of complete recording of revenue.
- Performed trend analysis of donors which indirectly helps in funds maximization.
- Managed fundraising events for more than **400 plus participants** each year.
- Formulating financial policies for conducting management Audit on funds – Handled audit queries and responses effectively.

➤ ***UBL Fund Managers – Management Associate*** **August 2015 – February 2016**

- From bookkeeping to reporting financial statements on quarterly basis.
- Performed Net Asset Value Calculation through Oracle Software of Money market & Equity funds
- Performed valuations of short term securities.
- Assisted in half yearly audit of funds.

➤ ***Aga Khan University, Hospital – Senior Assistant*** **February 2012 – June 2015**

- Credit & Cash Reconciliation – Amounts exceed to 70 Million PKR.
- Process Improvement Function – Successfully automated reconciliation process with IT Team - Appreciation from Director Finance
- Processed PKR & Foreign currency payments of AKU'H Vendors which makes smooth flow of operations for the entity
- Performed Cash Count Audits of AKU'H secondary hospitals.

EDUCATION:

- ***Mohammad Ali Jinnah University - MBA*** **2016 – 2019**
Majors: Finance (Selected for CFA Research Challenge)
- ***Institute Of Cost & Management Accountants of Pak.*** **2011 – 2016**
Cleared 9 exams.

PROJECT

- Led Credit Card Reconciliation Project using SQL, achieving a 98% reconciliation rate in a single attempt.

SKILLS:

- Advanced Microsoft Excel proficiency.
- Intermediate level in Microsoft PowerPoint.
- Proficient in report writing, including Funds Request, Thank You Letters, Fund Performance Reports, and Audit Reports.
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HOBBIES:

- Book Reader
- Social Work – Volunteer at Community Institutions
- Travel

REFERENCES:

- References available upon request