



MIRZA M. MOINUDDIN BAIG

Finance & Admin Executive

About Me

A self motivated student who worked as an Associate Finance & Admin Executive, now seeking a suitable position in (Accounts & Finance) in a good organization where my potential will be fully discovered while working for the company dedicatedly

+92-303-2134745

moinbaig0011@gmail.com

G-125, Gohrabad, Block 15
FB Area, Karachi

Personal Details

Father's Name: Mirza Dawood Baig

Date of Birth: 08 Dec 1997

CNIC No. 42301-6998924-7

Martial status: Single

EXPERTISE

- Financial reporting
- Bank reconciliation
- MS Office
- Peachtree Accounting System
- Bookkeeping
- E-Filing
- Presentations
- Adaptability

Experience

Bari's Technology Solutions

Aug 2023 - Present

ASSOCIATE FINANCE & ADMIN EXECUTIVE

- Proceeding payments cycle
- Posting on Peachtree Accounting system (International/domestic)
- Calculate WHT on payments
- Stock controlling & Prepare monthly reports/requirements
- Petty cash
- Prepare Cash Flow statements
- Prepare Challans such as EOBI, Excise & Property

Fulcrum Pvt. Ltd

Mar 2023 - July 2023

FINANCE OFFICER

- Maintain Withholding tax record annually
- Proceeding EOBI payments for clients and employees
- Proceeding Social Security payments for clients
- Maintain payments ledgers
- MIS relations

Pakistan Navy Educational Trust

July 2019 - Mar 2023

ACCOUNTS ASSISTANT

- Prepare Staff salary payroll
- Prepare Audit reports
- Account handling (Ledgers & Cashbook)
- Banking correspondence
- Maintain annual budget on web portals
- Letters/Mails correspondence
- Prepare meeting agenda & Memos

Education

B.S Commerce - Masters (Accounts & Finance)

Federal Urdu University Khi. 2018 - 2022

I completed B.S Commerce 4 years program with 3.34 C.G.P.A

Intermediate - Commerce

Islamia Arts & Commerce College khi. 2017

Matriculation - Science

Oxford Grammar School. 2014