

Shahid Baig

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Over 9 years' experience and highly successful in the field of finance and accounting. Possessing a proven record of working with autonomy and making a significant contribution with in Finance & Accounting .A professional with a strong ability to manage work under highly pressurized working environment up to successful completion with quality.

PROFESSIONAL EXPERIENCE

LAHHI IMPEX

Sialkot- Pakistan

December 2019 – June 2022

Designation: Assistant Account Manager

Key Activities

- Controlling and monitoring all the transaction to ensure that all the entries have been made in compliance with company as well as Accounting policies
- Reconciliation of Banks, Debtors & Creditors A/Cs
- Reconcile Payments, Receipts& Bank Accounts.
- Manage Payroll activities & Release Salaries
- Coordination with other Departments
- Examining expenses submitted by employees
- Coordinate and manage payment and billing details of external service providers , contractors and vendors
- Create daily reports for management and team members
- Verify payments and deposits made through the company account and coordinate with the bank
- Dealing with the employees of each level of the company
- Handle Customer Complaints in a timely manner

IAK INTERNATIONAL

Dubai – United Arab Emirates

October 2011 – July 2019

Flowershop.ae (An Online Company)

Designation: Accountant

Key Activities

- Gateways Payment Handling (PayPal, Checkout & Innovate Etc).
- Daily orders Reconciliation.
- Employees Payroll preparation in accordance with Wages Protection System (WPS).
- Staff benefits mainly leave salaries, Air Passage and Final settlements.

- Shipment & Custom Clearing.
- Payment to vendors, Bank Transfers and Other foreign transactions.
- Prepare Monthly management accounts Include P&L, and Cash Flow.
- Preparation of Monthly Reports for Management.
- Prepare customer statements, bills and invoices, and reconcile expenses to the General Ledger.
- Prepare monthly receivable statements.
- Petty Cash Handling.
- Preparation and Filing of VAT Return
- Other duties as assigned.

Hi-Tech Group of Companies

Lahore- PAKISTAN

Sept 2003 – June 2010

Designation: Account Officer

Reporting to: Finance Manager of Group

Key Activities

- Prepare and filing of Quarterly and Annually W.H.Tax Statements to Tax Dept.
- Preparing periodical reports (Managements, Banks, and Auditors etc.)
- Handling Payroll
- Letter of Credit (Handling all the documents of L/C)
- Experience of Accounts Payable.
- Cash Management & Liaison with banks
- Recording and calculating staff annual leave
- Complete verification of all types of payments to suppliers/contractors.
- Reporting & interpreting results of operation to management
- Ensuring the compliance with the provision of the Companies Ordinance, Income Tax & other local regulations in day to day business transaction

Aqua Regia

Lahore - PAKISTAN

February 2001– June 2003

Designation: Accountant

Reporting to: Chief Accountant

Key Activities

- Processing invoices with corresponding nominal coding.
- Dealing with supplier enquiries.
- Reconciling monthly cheque reports / supplier statements and issue of payments.
- Weekly and monthly payroll.
- Checking recorded and banked remittances from customers.
- Communicating with banks, internal auditors and external auditors.
- Chased payments and resolved queries from customers.
- Cashbook receipts and payments
- Control cheque payments
- Provide statistical information to other departments.

Muslim Commercial Bank – PAKISTAN

July 2000 – January 2001

Designation: Trainee**Reporting to:** Branch Manager**Key Activities**

- Responsible for performing routine daily tasks and participates in special department projects
- Promotes business for the Bank by maintaining good customer relations
- Performs limited supervisory duties as assigned by the Branch Manager
- Perform in various capacities, such as a new accounts representative, teller, or safe deposit attendant
- Performs duties as a liaison between various bank units
- Takes ownership and ensures timely response and solution of customer issues

PROFESSIONAL QUALIFICATION / CERTIFICATION

- Payroll and Accounting Management
- IELTS (International English Language Testing System, British Council)

ACADEMIC QUALIFICATION**Master in Business Administration, 2005-2007** (Finance)

University of the Punjab, Lahore-Pakistan

Bachelor of Commerce (B.Com)

University of the Punjab, Lahore-Pakistan

SOFTWARES

Tally ERP, Web Base software(Visual Basic)

STRENGTHS

- Inter personal skills
- Cricket enthusiast
- Keen interest in reading.
- Experienced in working with groups and individuals, using teamwork and collaboration, achieving shared goals, delegating and communicating effectively.

LANGUAGES

Language	Speaking	Reading	Writing
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English	Yes	Yes	Yes
Urdu/Hindi	Yes	Yes	Yes
Arabic	Yes	Yes	Yes

PERSONAL INFORMATION

Full Name: Shahid Baig
Date of Birth: 13th August, 1979
Nationality: Pakistan

Driving License: Having Valid UAE Driving License

REFERENCES

Can be furnished on request.