



MIRZA NASARULLAH BAIG

Professional in Accounts & Admin Operations

Being a dynamic professional with a pleasant personality and good communication skills, I am willing to hold any responsible position, I am self-motivated and can set priorities to implement decisions in order to achieve immediate and long term organizational goals & objectives.

EXPERTISE

ACCOUNTS
ADMINISTRATION
PROCUREMENT
HR MANAGEMENT
RETAIL DISTRIBUTION
BUDGET MANAGEMENT
PHOTOGRAPHY
WEB DESIGN & DEVELOPMENT
SOCIAL MEDIA MARKETING

CONTACTS

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Email

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Cell Phone/ WhatsApp

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EDUCATION

Master in Banking & Finance, *Preston University* / 1999 - 2001
GPA 3.1, Major in Banking & Finance.

Bachelor of Commerce, *Punjab University* / 1991 -1993
Grade 1st, Major in Accounts/ Auditing/ Business Law & Economics.

WORK EXPERIENCE

PROFESSIONAL WORK HISTORY

SENIOR ACCOUNTANT

INTERNATIONAL BRITISH SCHOOL / Kuwait / July, 2010 – Aug 2019

Worked as Senior Accounts & Administration Supervisor, my key job responsibilities were to look after the accounting operations which consist of daily recording of all receivables and payables, daily supervision of cash collection, deposit of cash, reconciliation of cash/bank ledgers, maintaining supplier history, and inventory management, and finally monthly closing of accounts and finalization of Trial Balance, apart from accounting responsibilities, I was also Admin Supervisor to maintain all procurement operations, mainly dealing with the suppliers, management of Store Keeping, Supervision of Sales of Uniforms/Books.

ACCOUNTS SUPERVISOR

MASEELA PHARMACEUTICAL CO. W.L.L. / Kuwait/ May, 2009 – Jun, 2010

Maseela Pharmaceutical is an authorized distributor of foreign medicines in Kuwait, I worked with them as Supervisor Accounts, just for 1 year, during my stay with the company, I was mainly responsible for the book keeping for all accounts receivables & payables, recording daily sales and issuance of inventory, monthly reconciliation of cash & bank ledgers, random check of stock levels, management of inventory control system.

MANAGER FINANCE/ACCOUNTS

WORLDCALL TELECOM LTD / Pakistan / May, 2005 – March, 2009

With Worldcall Telecom Ltd – Subsidiary of Oman Telecom, I was reporting to the G.M Finance and Accounts, responsible for managing and reviewing all matter pertaining to revenue collection, supervision of daily recording sales & collection activities performed from company owned nationwide sales & customer service centers, my main JD's were as under:
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- Developing & implementing the SOP for sales & revenue collection.
- Describing accounting treatment for recording primary sales & collection of receivables, against sales of WLL connections, prepaid calling cards & other WLL Services.
- Coordination with the IT department to assist them for the designing of automated software to monitor the information flow for inventory, sales & collection operations.
- Close liaisons with the banks for updating daily MIS regarding inflow & outflow of revenue.
- Supervision of monthly reconciliations for various general ledger accounts, and finalization of monthly schedules for revenue & balance sheet accounts.
- Valuation of the financial reporting systems, accounting procedures & recommending valuable inputs to improve the efficiency and effectiveness of existing financial controls.

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ACCOUNTS/ADMINISTRATION

social media



LinkedIn /nasarullah-baig



Twitter / NasarBaig



Facebook / nasarullah



<https://www.nasarullah.com>

PERSONAL SKILLS

GOOD IN TEAM WORK / PUNCTUALITY /
HIGH RESPONSIBILITY / FAST LEARNING /
CREATIVITY / ACCOUNTS/
AUDITING/INTERNAL CONTROLS/
ADMIN OPERATIONS

TECHNICAL SKILLS

OFFICE APPLICATIONS / ADOBE
PHOTOSHOP / ADOBE LIGHTROOM /
ADOBE PREMIER / FINAL CUT PRO /
PHOTOGRAPHY / WORDPRESS WEB
DESIGN & DEVELOPMENT

REFERENCES

Mr. Ali Abdullah
Manager HR / +965 9756 4994
Email: a.abdallah@thiqaco.com

Mr. Shahzad Iqbal
CFO / +92 300 4004960
Email: shahzad.iqbal@kashf.org

Mr. Vardha Rajan
Manager Accounts /+91
9840447853
Email: svrajan75@gmail.com

WORK EXPERIENCE CONTINUED

MANAGER LOGISTICS

WHITE HOUSE PERFUME, FZE / UAE/ Aug, 2003 – April 2005.

With White House Perfume, FZE, I was mainly involved in planning, organizing all import & export operations, dealing with various suppliers and buyers worldwide, main JD's were as under:

- Development and implementation of SOP's related to logistic operations.
- Defining the safety procedures for the handling of hazardous materials, used in manufacturing perfumes.
- Arranging the shipment documentation & oversee the scheduling & dispatching of finished goods and tracing of goods in transit & also negotiating with carrier, freight forwarders, warehouse operators for services and preferential rates for importing raw materials & exporting the finished goods.
- Recruiting personnel & oversee their training requirements, also supervision of their accommodation, transportation, food and visa related activities.

EXECUTIVE FINANCE & DISTRIBUTION

INSTAPHONE & PAKTEL / Pakistan / September, 1994 – July, 2003.

I worked both with Instaphone & Paktel, in different capacities, both as Executive Finance & Executive Distribution for number of years, basically joined Instaphone in Sep, 1994 and worked till July, 1999, later left company and then joined back in Feb, 2001, during my stay with Instaphone & Paktel, I mainly performed the following JD's:

- Daily record keeping of revenue collection & inventory management.
- Monthly reconciliation of cash/bank & inventory modules.
- Supervision of all inventory distribution nationwide, including the company owned and franchise sales offices.
- Hiring & training of junior staff members.
- Analyzing the monthly variance reports related to operating & capital nature expenses & revenues.
- Maintaining Fix Asset Register.
- Monthly analysis of account receivables & payables.
- Maintaining nationwide inventory distribution system.
- Assisted IT team in designing the retail sales & revenue collection

ADDITIONAL PERSONAL INFORMATION

LANGUAGES

- URDU (Native)
- ENGLISH (Fluent 7 Bands in IELTS)
- ARABIC (Moderate)

WORKSHOPS:

- Received the Certificate of attending workshop on "Powerful thinking Concepts", held on 23rd April 2004 at Marriot, Islamabad.
- Received the Certificate of attending Training Workshop for "Seven Habits of Effective People", held on 20th Sep, 2003 in Marriot, Karachi.

PERSONAL INFORMATION

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|-----------------|--------------------------------------------------|
| Father Name: | Mirza Qasim Baig (Late) |
| Age: | 53 |
| Marital Status: | Married. |
| USA Status: | F-1. |
| Nationality: | Pakistani. |
| Passport NO.: | AP3929774 (Valid Till 4 th Sep. 2028. |
| Religion: | Islam |