



Mirza Najam Baig

Address: Flat # A-40 Bhayani Heights Block-4 Gulshan-e-Iqbal,
Maskon Chowrangi, Karachi 75300 Pakistan.

Mobile: +92-300-2302229

E-Mail: najambaig1974@gmail.com

Profile}

An accomplished, dependable, and results-oriented professional with over **26 years** of experience in the management and accounting fields. With a background in accounts payable, receivables, general ledger, payroll, collections, administration, corporate insurance, audit, and finance. Possesses excellent problem-solving and leadership abilities.

Current Experience}

Bosch Pharmaceuticals (Pvt.) Ltd.

(June 1997 – to Date)

MANAGER ACCOUNTS (Disbursement)

Managed and review the monthly staff payroll processing for over 3,000 employees in multiple cities including Director's remuneration.

Responsible and review of Accounts Receivable of more than 100 Distributors in multiple cities.

Responsible and review of Accounts Payable of more than 150 Creditors Hotels and Suppliers in multiple cities.

Review annual payroll reconciliation with annual tax return of employees.

Review monthly statistical reports to analyze actual payroll vs.

Review annual worker's compensation reports for insurance renewal and audit.

Research and respond to inquiries from federal and state government agencies.

Review of Disbursement monthly Field expenses, Travelling & Hoteling Expenses, Monthly allowances of employees.

Review Full & Final settlement, employee's Provident Fund, Promotional expense, Sales Incentives, loan, advances, Overtime and Annual Bonus.

Review of annual salary tax return and tax deduction certificate of employees.

Review the group life assurance and medical insurance of employees on monthly basis.

Review Workers Profit Participation Fund on annual basis.

Review and manage the audit of Workers profit participation fund and employee's provident fund.

Review receipts on banks to ensure monthly account balances and accurate aging.

Reconciling the customer accounts to ensure all payments are accurately recorded and banks are balanced at the month end.

Maintaining weekly aging and email to customers with any concerns/ issues discrepancies or late payments.

Notifying the CFO of weekly aging and highlight issues/ concerns.

Correspondence via emails to customers to help achieve forecast goals for cash management.

Correspondence with the customers regarding any unresolved invoices related issues or cash application questions.

Sending invoices copies or credit memos on request and notifying the CFO with any customer payment issues.

Education}

*Bachelor of Commerce from University of Karachi in **June 2000.***

Skills & Abilities}

Microsoft Office, ERP Payroll, Project Management, Supervision, Time Management, Customer Service, Management reporting, Payroll.