



# Muhammad Shoaib Baig

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H. No: 85B (6), Police Al Muhafiz Colony, Nawa Killi, Quetta

## Summary

My objective is to achieve a better position in your organization, which can provide me an opportunity to utilize and enhance my educational and analytical skills and crave to polish them under your pre-eminent professionals and valuable contribution.

## Skills

Accounting | Cash Book | Bank Reconciliation | Financial Transactions | Reporting Abilities | MS Word and Excel

## Experience

Sep 2023 - Present

### Intern Finance

Oil and Gas Development Company Limited (OGDCL), Quetta, Pakistan

- Prepare Bank reconciliation at the end of the month.
- Making Bank and Cash payment vouchers.
- Making Bank and Cash receiving vouchers.
- Making checks and giving it to related parties.

Sep 2022 - Sep 2023

### Assistant Manager Taxation (Accounts Dept)

Quetta Institute of Medical Sciences, Quetta, Pakistan

- Prepare a bank reconciliation at the end of the month.
- If necessary, deal with the bank.
- Making payment vouchers.
- Recording entries in Ledger.
- Making checks and distributing them to relevant parties

## Education

2021

### National University of Modern Languages

Masters in Business Administration

Finance

CGPA: 3.7/4

2017

### University of Balochistan

Bachelor

Commerce

Percentage: 69%

2015

### Balochistan Board

Intermediate/A-Level

Science

Percentage: 51%

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## Languages

**English**  
Intermediate

**Urdu**  
Native

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## Interest

Cricket  
Current Affairs