



NADEEM IQBAL MIRZA

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Personal Summary

Highly Motivated Finance Post Graduate Who Is Able To Provide Key Analytical Support To Company Manager. Ambitious & Looking Forward To Playing A Key Role In Financial Decision-Making & Adding Significant Value To A Business. Experience Of Budgeting, Forecasting & Producing Monthly Financial Reports As Well As Reviewing Internal Company Processes To Advice On Any Improvement Which Could Be Made. Also having experience about the Marketing with International Organization.

Looking To Join A Company That Offers Long-Term Career Prospects Which Expands My Competencies, Skills, & Experience In Business & Finance.

Personal Detail

Father's Name: **Muhammad Iqbal Mirza**
NIC#: **34101-5269960-5**
Date of Birth: **02-June-1991**
Nationality: **Pakistani**
Marital Status: **Single**
Domicile: **Gujranwala (Punjab)**
Religion: **Islam**

Work Experience

- **Z&YJ International Pakistan** (Sep,2011 to Apr, 2012)
Assistant Manager Marketing: (Part-time)
 - Assist in preparing and implement marketing strategy.
 - Assist in research to support and define brand and marketing strategy.
 - Assist on managing and generating all technical product information to be applied to all aspects of marketing.
 - Assist in managing all resources to prepare sales information etc.



Quick Details:

- nadeemiqbal.webs.com
- Finance Graduate
- Fluent in Urdu & English.
- Peachtree Accounting
- Accounts & Finance Manager
- Assistant Manager Marketing
- Expert in Google Sites
- HTML in Language
- Living in Daska
- Microsoft Office
- Ability to Establish Respect Among People

▪ ***Al-Baraka Bank Pakistan Ltd. (Jul, 2011 to Aug, 2011)***

Internee:

- Perform various kinds of tasks.
- Works in all departments of Banks.
- Accounts opening, Cash Managements, Clearings etc.

▪ ***Qaisar Electrical Industries, Gujranwala (Jan, 2010 to Jun, 2011)***

Accounts & Finance Manager: (Part-time)

- All Financial affairs of the Company
- Peachtree & MS Excel working for Maintaining Regular Accounts, Ledgers & Balance Sheets
- Prepare Profit & Loss Statements
- Prepare Budget, Revenue, Expense, Payroll Entries, Invoices & Other Accounting Documents
- Analyze Revenue & Expenditure Trends
- Report To Management Regarding Financial Positions of the firm monthly

Education

▪ ***B.Com (Hons) in Finance, CGPA 3.02, 2012***

University Of The Punjab (*Gujranwala Campus*)

▪ ***I.Com, 1st Division, 2008***

ELITE College of Commerce Gujranwala (BISE)

▪ ***Matriculation, 1st Division, 2006***

Board of Intermediate & Secondary Education Gujranwala

Projects & Research Works During Studies

- Formation of Private Ltd. Company (*Complete Procedure*)
- A Project On New Product Development (*D-Inverter*)
- Comparative Study Telecommunication Sector in Pakistan
- Energy crisis in Pakistan
- Presented The Bank in Banking Exhibition 2011 at GBC.
- Company Analysis of Leather Field (Pvt) Ltd.

Skills

- Good Command Over Basic Accounting Principles
- Windows Installation
- MS Office Installation

- Making Web Page & HTML
- Peachtree Accounting
- Microsoft Office (*Excel/Word/Power Point*)
- Internet (*Searching & Browsing*)
- Communication Skills & Presentation

Interests

Love To Work As Team, Accomplish Goals On Time, And Take Initiatives Risks. I Am Very Found Of Travel And Meet New People. Search New Things On Internet And Have Good Command Over Microsoft Office (*Word/Excel/PowerPoint*) Editing & Photography.

Reference

Will Provide On Further Quires.