**CURRICULAM VITAE**

**Mohd. Shadab Ayyub**

**Mob: (+91) 9838117320 (India)**

**Mail id :** [**mohdshadabayyub@gmail.com**](mailto:mohdshadabayyub@gmail.com) **Adreess: 117/96, Zamboor Khana Behind Tikra House, Lucknow –(India) U.P. 226001**

## Objectives

Looking for a position in an organization where acquired skills and education are Utilized towards continuous growth and advancement and also provide opportunity to learn new Technologies.

## Education

* + **Completed High School from U. P. Board, Allahabad in the year 2006**
  + **Completed Intermediate f rom U. P. Board, Allahabad in the year 2008**
  + **Completed B. com f rom Lucknow University in the year 2012**
  + **Completed M. com from UPRTOU Allahabad ( Allahabad University) in the year 2014**
  + **Pursuing MBA ( Finance ) from Sikkim Manipal University**
* **Computer Knowledge**
  + **Accounting Software – Completed TALLY ( ERP 9) from IPCC Tally Academy, Lucknow**
  + **Application Software – Microsoft office – M. S Word, Excel, Page Maker, Power Point & Internet**

1

* **Key Result Areas (KRA):- As an Assistant Accounts Manager.**

1. Voucher maintaining
2. Data feeding on Tally.ERP9.
3. Service tax report creation
4. Service tax E-Filling.
5. Service tax, TDS & VAT E-payment.
6. Stock management.
7. Bills Creation.
8. Auditing.
9. Vat report creation.
10. Account Finalization
11. Cash handling.
12. Salary Distribution

## Job Experience

**O1/ 03/ 2012 to 12/ 5/2014 date | Accounts Associate**

**Alavi Associates | 169/ 7 , Imtiyaz Apartment Khayaliganj, Lucknow** Work: Accounts Audit, TDS Return , service tax, Income Tax return

**2012 | Brans InfoTach Pvt Ltd | Accounts Audit** Raj Nagar, Ghaziabad, U. P India.

**2012 | Taj Hotel | TDS return e filling , Service Tax e filling** Gomti Nagar, Lucknow U. P India

**2013 | Era Educational Trust | Account Audit** Hardoi road, Lucknow U. P India

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## Present Job Experience

* + Working as Assistant Accounts Manager in **Prime Cleaning Services** and

**True Solutions** , 25 Newal Kishore Road, 2 nd Floor Govinda Bhawan, Hazratganj, Lucknow.

# 2

## Personal Information



Name : Mohd Shadab Ayyub

Permanent Address : 117/96 Zamboor Khana Behind Tikra House,

Lucknow, India ( U. P) - 226001

Date of Birth : 19th Aug 1989

Father Name : ( Late) Mohd. Ayyub

Mother Name : Majeedan Begum

Marital Status : Unmarried

Nationality : Indian

Languages Known : English, Hindi & Urdu

## Personal Strengths

Positive Attitude and adaptable to changes.

Persistent in achieving goals.

Self-Motivated and willing to Learn.

Job –responsibility and accountability.

Place : Lucknow

Date : **(Mohd. Shadab Ayyub)**

# 3

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