

## CURRICULAM VITAE

### **Mohd. Shadab Ayyub**

Mob: (+91) 9838117320 (India)

Mail id : 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 from U.P. Board, Allahabad in the year 2008
- Completed B.com from 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 (ERP9) from IPCC Tally Academy, Lucknow
- Application Software – Microsoft office – M.S Word, Excel, Page Maker, Power Point & Internet

- **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-Filing.
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**

01/03/2012 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

- **Present Job Experience**

- Working as Assistant Accounts Manager in **Prime Cleaning Services** and **True Solutions**, 25 Newal Kishore Road, 2<sup>nd</sup> Floor Govinda Bhawan, Hazratganj, Lucknow.

## • Personal Information

Name : Mohd Shadab Ayyub  
Permanent Address : 117/96 Zamboor Khana Behind Tikra House,  
Lucknow, India (U.P) - 226001  
Date of Birth : 19<sup>th</sup> 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)