

-:CURRICULUM VITAE:-

SHABBIR AYUB

Current location: - Deira Dubai

Mob- +971582893761

E-mail: ayubshabbir46@gmail.com



Career Objective

To secure the job in the Finance sector in an organization which could help me learn new skills and deliver my potential of financial analysis and strategic implementation of the new approach towards the development of the company.

PROFILE SUMMARY

- A dynamic and multitalented financial knowledge having degree of MBA (Finance &HR).
- Knowledge in all the financial aspect and policy for business aspect.
- Knowledge in all the HR aspects policy for business aspect.
- Excellent in utilization of all resources.

PRIOR WORK EXPERIENCE

1. Employer Name: - Biz2credit Pvt ltd.

Position: - Underwriting (Consultant)

Employment tenure: - 01-feb-2021 to 30-apr-2022

2. Employer Name: - K F Consulting & Advisory Pvt Ltd.

Position: - Accounts (Assistant)

Employment tenure: - 01-Aug-2017 to 30-Aug-2020

DUTIES AND RESPONSIBILITIES

- Recording the financial transactions of the organization.
- Preparing the cash flow statement.
- Coordinating with the bank and updating the payment and receipts.
- Preparing petty accounts.
- Bank reconciliation.
- Verifying the documents of the applicants for loan.
- Coordinating with the sales team for rectification of documents.
- Coordinating with the underwriting manager for approving the loan application.

PROJECTS UNDERTAKEN

- **Name: "Financial Workshop"**

Company Name (Organizer): - KARVY Stock Broking Limited, Hyderabad.

Position: - **Trainee.**

Details: - Undertaken two days financial workshop organized by KARVY STOCK BROKINGLTD. at Lead College, Palakkad, Kerala.

- **Name: “Performance and Credit Rating Scheme for MSEs” at NSIC, New Delhi.**

Company Name: - National Small Industries Corporation Limited, New Delhi.

Position: - Intern (Trainee).

Details: - The project was for a period of four weeks in which a detailed study was carried in order to assess the need and importance of “performance and Credit Rating Scheme” for MSEs and its processes and procedures were also studied at NATIONAL SMALL INDUSTRIES CORPORATION (NSIC), Okhla, New Delhi-25.

- **Name: “Soft Skill Training”**

Company Name (Trainer): - Impact Training in Management.

- **Name: “Diploma in financial trading and investment”**

Company Name (Organizer): - Shaw Academy

Mode: - online class

To get the insight of trading and investment.

SKILLS

- Credibility.
- Commercial Awareness.
- Time management.
- System Analysis.
- Active learning.
- Communication.
- Problem solving and analytical skills

Computer Skills

- Tally.
- Ms. Office.
- Internet.

Other skills

- Human Resource Management.
- Human Resource Planning.
- Human Resource Information System.
- Employee orientation.

LANGUAGES

- Hindi (Read, Write and Speak.)
- English (Read, Write and Speak.)
- Urdu (Read, Write and Speak.)

ACADEMICS

<u>Course</u>	<u>institution</u>	<u>Year</u>
<u>MBA (Finance &HR)</u>	Aligarh Muslim University	2017
<u>B.Com (Accounts & Economics)</u>	Aligarh Muslim University	2015
<u>Intermediate (Commerce)</u>	Aligarh Muslim University	2012
<u>High School</u>	Gyan Kunj Academy	2010

ACHIEVEMENTS

- Won 1st prize in 18th National Level Management Meet organized by Calicut University at Calicut University in 2016.
- Awarded with various prizes at school level in sports (Cricket & Volleyball).

DECLARATION

I hereby declare that all above the information is correct to best of my knowledge.

Date: -

Place: -

Shabbir Ayub