

# AYUB KHAN

**Email ID- a** **yubshabnam786@gmail.com**

**Contact No- 8804589796, 7903962539**

**ACCOUNTING FINANCIAL MANAGEMENT, AUDITING, TAXATION AND ADMISTRATATION PROFESSIONAL**

**Offering 12 years of experience across Accounts, Audit, Finance and Taxation, office administration, finalization of Income Tax/GST/TDS/ESI/PF, Donor reporting, utilization certificate, project budget preparation and budget management.**

**PROFILE: -**

* Competent, Diligent and result oriented professional, offering exposure across managing accounts and finance department, General administration, fixed asset and inventory management, legal complains internal auditing financial MIS report.
* Excellent time management skills with proven ability to work accurately and quickly priorities.
* Coordination between accounts and other department of origination excellent communication skills function from multiple sources.

# Core Competencies: -

* Accounts finalization (Balance Sheet and profit and loss account)
* Time bound and MIS submission to top management.
* TDS, GST, ESIC, EPF return filing.
* Donor financial reporting and utilization certificate submission.
* FCRA return filing.
* Training and capacity building of account staff at team level.
* Planning and preparation for donor audit, internal and statutory audit and scrutiny.
* Income Tax case preparation.

# CAREER GLIMPSE: -

* **Renuka Export Pvt.Ltd. Gurgaon,HR From Sep 2007 to Sep 2008 (Assistant Accountant)**
* **Akhand Jyoti Eye Hospital, A Unit of: -YUGRISHI SHRIRAM SHARMA ACHARYA CHARITABLE TRUST, Mastichak, Parsa, Dariyapur, Saran, Bihar From Sep 2008 to Feb 2021**

**(Accounts Manager)**

* **Topline Industries Pvt.Ltd. Rani Plaza, Exhibition Road, Patna-800 001 From 15th March 2021 and now continue**

**(Assistant Accounts Manager)**

**KEY REPORTING AREA: -**

* Prepare balance sheet, profit and loss statement and monthly closing and cost accounting report.
* Compile and analyze financial information to prepare entries to accounts such as general ledger accounts and document business transaction.
* Analyzing and review budget and expenditure.
* Analyze revenue and expenditure trends and recommend appropriate budget level and insure expenditure control.
* Review and finalization for appearing before various direct and indirect tax authority regarding cases.
* Finalization of Income Tax/ GST/TDS/ESIC/EPF return.
* Conduct stock physical management physical verification under my supervision monthly.
* Making decision of purchase of capital assets and consumables with purchase committee.
* Take care of banking of Petty cash transactions
* Making the payroll and doctors and staff monthly.
* Take care of expiry and near expiry of consumables twice in a month.
* Maintain reorder level of consumables.
* Take care of Accounts, Payroll, Inventory and all statutory master creation in tally ERP 9

# IT Skilled: -

**Computers** : Excellent command on MS Excel, MS Word and Power point.

: Tally ERP 9, Busy (Accounting Software) and Tax Software.

# Language Known: -

Hindi, English and Bhojpuri.

# Educational Qualification: -

* Matric 2nd class in 2001
* Inter 1st class in 2003
* B.com 1st class in 2006
* MBA (Finance) in 2016

# Personal Details: -

* + DOB: - 1 April 1986
	+ Gender: - Male
	+ Marital Status: - Married
	+ Father’s Name: - Taquadir Hussain
	+ Current Location: - Patna (Bihar)
	+ Current Salary: -35,000

# Declaration: -

I hereby solemnly declare that made by me in the statement is true and best to my knowledge and belief.

Signature