

# **SAIYED GHULAM MOINUDDIN**

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## **OBJECTIVE**

A Senior Citizen, with experience of 41 years, an ambitious Professional in Recruitment, Transfer, Posting, Administration, Accounts and Payroll Management, Team Lead, Cash Management, Inter-Office Communication, Bank, University and Medical College Purchases and Payments, Customer Service and Business Development. Looking for a similar role to utilize my experience and abilities.

## **SUMMARY OF EDUCATION**

- Full time Regular Bachelor of Arts Degree in ECONOMICS, ARABIC and URDU
- Full time Regular Master of Arts Degree in URDU Literature
- Attended University of Lucknow 1971 to 1975
- Passed Computer Competency Promotion Exam at Union Bank of India, worked later till date on daily basis on PC

## **SKILL HIGHLIGHTS**

MS Office, Accountancy, HR Recruitment, Payroll Management, Inter-Office Communication, Negotiations, Purchases and Payments for Bank, University, Medical College, Sports Materials, FMCG Retail Sales and Marketing, Team lead and building, Training, Orientation of New Business Associates, Strategist cum implementer with recognized proficiency in spearheading operations/ business with an aim to accomplish desired plans and targeted goals successfully, Effective communicator, Organizer of Seminars, Sports and Tournaments at Club, Bank and Association Levels. Hard working, reliable, Self-disciplined, Focused, Empathetic, Just, Creative, Problem solving, Cooperative, Influencer, Strategic thinker, Protector of Data secrecy and good interpretative and Network building skills.

## **WORK EXPERIENCE HISTORY**

### **Jan. 2017 to Present: Office Manager at Pebbles Infraestate Pvt Ltd Lucknow**

Administrative Management, Office Communication, Accounts Management, Corporate Communication, Trainings and Seminars Organization, FMCG Retail Sales, Network Marketing, Development and Socializing Plan Presentation and Follow up.

### **Aug. 2004 to Jan. 2015: In Charge Accounts Department at Integral University, Lucknow**

Accounts, Payroll, Admission Management, Purchase/Payments, Computerization of entire Accounting, Salary and Admission System, MBBS Admission Counselling, Communication with Clients, Banks, Auditors and Suppliers, Blood Bank Supervision, Hospital Accounts, Medicine Purchase and Control, Patients Supervision, Hospital Administration, Recruitment, Transfer, Posting, Confidential (Examination Papers) Data Collection and Supervision.

### **Apr. 1976 to Jan. 2001: CTO at Union Bank of India**

Accounting, Payroll Management, Recruitment of Staff, Transfer and posting, Computerization of Branch working, Inter-Office Communication, Business Development and Customer Service.

**IMPORTANT:** Whenever I got time during Job breaks or leisure times, worked with Publishing Houses, done proof reading of 25 Books translated by my father, Made Maps as a Cartographer for many Books. To name the prominent among them was Academy of Islamic Research and Publications, Lucknow, India.

**LANGUAGES KNOWN:**

English, Hindi, Urdu: Proficient

**Extra-Curricular Activities:** **General Secretary** of Union Bank Zonal Sports Club and Captain of Cricket Team for 5 Years.

**Executive Member and Treasurer** of Maulana Azad Memorial Academy, Lucknow since October 1983

**Secretary and Treasurer** Shadab Housing Society, Lucknow till all tasks completed. Organized many Inter-Bank Tournaments, Sports meets and participated with many laurels and prizes such as Man of the match, Best all-rounder, Best batsman and Winning team member of several Inter-Bank Tournaments. A member of Airwing Junior Division NCC at College Level. Athlete, Hockey Captain at Govt. Intermediate College, Lucknow.

**PASSPORT - T1186103, valid up to 06.02.2029, Indian LMV Driving Licensee**  
**Valid: 05/2024**