

SAIYED GHULAM MOINDDIN – HR/ACCOUNTS/OFFICE MANAGER

Target Job: Office Manager, Admin Coordinator, Customer Satisfaction Officer, Head Cashier, Sales Development Manager, Purchase Manager/ Coordinator

Mobile Phone: +919839909478, +918188811010

LinkedIn: <https://www.linkedin.com/in/saiyed-g-moinuddin-a1786a53>

Email: syedgmoin818@hotmail.com, syedgmoin818@gmail.com, moin_818@yahoo.com

Home: 8/883/2, PICNIC SPOT ROAD, VIKAS NAGAR, LUCKNOW, UTTAR PRADESH, INDIA- 226022

About Me: Having 46 years of experience in Recruitment, Administration, Accounting, FMCG Sales and Marketing, Payroll Management. My expertise in spearheading operations, strategic thinking, and leadership will enable me to make a significant impact while working at any organization. - As a seasoned professional with a proven track record of success, I possess Extensive experience in HR Recruitment, Transfer/Posting, Office Administration, Banking and Accounting, University and Medical College Purchases, Marketing and Sales Management Driven leadership skills, with a history of mentoring and training teams - Excellent Negotiations and Office Communication, Problem-solving, and Adaptability skills - Strong analytical and Organizational abilities - Proficiency in implementing software or Software systems relevant to the roles and requirements

SKILLS:

MS Office, Full Circle Recruitment, Accounts, Payroll & Cash Management, Office Communication, Leadership, Problem Solving, Purchase Management, Negotiations, FMCG Sales & Marketing, Trainings & Seminars, Events Management, Orientation Programs, Purchase Management

EMPLOYMENT HISTORY:

JAN 2017-MAR 2024:

OFFICE MANAGER

at PEBBLES INFRAESTATE PVT. LTD. LUCKNOW

Office Administration, Accounts & Payroll, Business Development, Purchases & Payments, Sales & Negotiations, Trainings & Seminars, FMCG Sales and Marketing, Store Management, Communications, Part of Recruitment Team

FEB 2015-DEC 2016:

Proof Reader & Cartographer-Part Time/Full Time

at Islamic Research & Publications, Lucknow.

Proof Reader, Cartographer, Dust Cover Designer, Art Work

AUG 2004-JAN 2015:

SR ACCOUNTANT & IN CHARGE ACCOUNTS SECTION

at INTEGRAL UNIVERSITY, LUCKNOW, INDIA

Accounts, Payroll and Cash Management In-Charge, MBBS Admission, Counselling, University & Medical College Purchases and Payments, Inter Office Communication, World Bank Quality Improvement Loan Program Associate, Recruitment Assistance in University and Medical College Staff Selection

FEB 2001-JUL 2004:

Proof-Reader/Cartographer-Part Time/ Full Time

at Islamic Research & Publications, Lucknow

Proof Reader, Cartographer, Dust Cover Designer, Art Work,

APL 1976-JAN 2001:

CTO (Computer Operator)

at UNION BANK OF INDIA, LUCKNOW

HR Full Circle Recruitment In-Charge at Zonal Level, Transfers and Postings, Accounts and Payroll Management, Petty Cash, Business Development, Office Communication, Customer Care & Services

EDUCATION:

July 1973-June 1975

Master of Arts (MA) in URDU LITERATURE

Post-Graduate, University of Lucknow, Uttar Pradesh, India

July 1971-June 1973

Bachelor of Arts (BA) in ECONOMICS, URDU, ARABIC, ENGLISH

Graduate, University of Lucknow, Uttar Pradesh, India

MEMBERSHIP & ASSOCIATIONS:

Executive Member and Treasurer of Maulana Azad Memorial Academy, Lucknow. A Govt. of Uttar Pradesh funded Society since 1983. Valuable contribution in Academy Journal Publication, **26 years of FMCG Sales and Marketing** with World's Top Direct Selling Companies with many distinctions, **General Secretary, Cricket Team Captain** of Union Bank Sports Control Board, Lucknow Chapter for 5 years, **Asstt. Secretary and Playing Member** of All India Sheesh Mahal Cricket Club, Lucknow for 10 years, **Hockey Captain** of Govt. Husainabad Inter College, Lucknow

and regular Winner of First 3 places of Track & field events and Events Organizing Member, **General Secretary & Treasurer** of a Private Housing Society in Lucknow till completion of the Task & Purpose, **Cartographer, Proof Reader**, Artist at Islamic Research and Publications during break of Services.

PASSPORT: VALID TILL 02 JUNE 2029

VALID INDIAN DRIVING LICENSE

NO DISABILITY

READY TO RELOCATE IMMEDIATELY

DESIRED SALARY AED 60,000.00 ANNUALLY

DATE OF BIRTH: OCTOBER 17, 1953



REFERENCE:

DR ASAD MONIS SIDDIQUI
MANAGING PARTNER
PEBBELS INFRAESTATE PVT LTD LUCKNOW INDIA
Email: asad.monis@rediffmail.com
Phone: +919919737673