

## **RESUME**

### **MOHAMMED RAMIZ**

Address : Flat No 203, Dhruv Complex,  
54-55 Subhash Marg, Indore, Madhya Pradesh ,INDIA  
Postal Code-452002

Email id : [ramiz69.mr@gmail.com](mailto:ramiz69.mr@gmail.com)

<https://www.linkedin.com/in/mohammed-ramiz-99a24b231>



#### **CAREER OBJECTIVE**

To work in an environment that gives me an opportunity to enhance my inter personal skills and knowledge that will result in my personal growth and experience and to enhance my skills along with the growth of the organization.

#### **ACADEMIC QUALIFICATION**

- **CENTRAL BOARD OF SECONDARY EDUCATION**  
School Name:- Shri Vaishnav Academy, Indore  
  
Passed Class 10<sup>th</sup> Grade A  
Passed Class 12<sup>th</sup> Higher secondary exams (Mathematics + Commerce)
- **Devi Ahilya University, indore**  
Bachelor of Commerce in Taxation 1<sup>st</sup> Division.  
Master of Commerce in 1<sup>st</sup> division.
- **Institute of Chartered Accountant of India, ICAI**  
Passed Chartered accountancy foundation level.

#### **Experience :**

At present working : Assistant Accountant +Cashier  
and Assistant Manager as accountant office admin.

Past working : managing of purchase & sales in own family business of manufacturing  
gold beads ornaments at small scale level & to operate all production  
activities from 2019 to 2023

Computer Knowledge : MS Office, Excel, Word ( **BASICS** )

#### **PERSONAL INFORMATION**

Father's name	:	Mr. Abdul Hamid
Mother's name	:	Mrs. Firdousi Begum
Date of Birth	:	13 January 1995
Marital Status	:	Unmarried
Language Known	:	English , Hindi , Urdu , Bengali
Nationality	:	Indian
Hobbies	:	Reading Books, Travelling with Friends.
Height	:	5 Feet & 10" Inches

**Target JOBS :** Manager/ Supervisor of Gold Ornaments manufacturing,  
Cashier cum Accountant, Assistant accountant, Document controller &  
Admin assistant, Sales admin , Store supervisor/manager, Factory assistant manager,  
Restaurant manager, Sales man.

**Target Job Location:-** Kuwait, Saudia Arabia , Qatar, UAE ,UK, Singapore , Brunei  
Darussalam, Jordan, Canada, Bahrain, Muscat, Australia, New Zealand, Kazakhstan.

#### **SKILLS**

- Cost and Budget analysis
- Know about Indian Jewelry Market engraving designs ornaments and other products which can be saleable outside india.
- Critical thinking , moral and ethical values of doing a work .

## OTHER PROFESSIONAL WORKS

(Office Administrator)

- Organize and oversee office operations.
- Control correspondence including mail & email.
- Manage payroll & ensure timely payment to employee.
- Responded to employees suppliers & customers complaints resolving their issues in a timely manner.
- Created & maintained employee records including attendance managing employee files.
- Prepared & managed data of Opening and Closing Stocks Work in Progress, finished goods and their adjustment.
- Prepared office budget and expenses.

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### SKILLS

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- Know about Indian Jewelry Market engraving designs ornaments and other products which can be saleable outside india.
- Critical thinking , moral and ethical values of doing a work .

**Gold ornaments manufacturing**

### INTEREST

- To search for new business opportunities.
- Knowing about new sectors of market where I can use my skills to get new scopes.

### DECLARATION

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

Date: \_\_\_\_\_

Place: Indore  
(INDIA)

(Mohammed Ramiz)

# Cover Letter

## Mohammed Ramiz

Cashier, accountant, manager

***Hi, i have skills & experience in GOLD & Silver ornaments jewellery regarding their Sales, Purchases, productionsl & its Working's calculations like Opening & Closing Stocks, Work in Progress, Raw material & Finished goods. Also having ability to manage employees staffs.***

***Roles : Supervisor, Sales man, Cashier cum assistant accountant, Book keeper, Assistant manager***

Please accept this letter as an expression of my interest in the [Target Job Title] position. I am a highly motivated and progress-focused Owner of small scale business with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable

Throughout the course of my career, I have perfected my [Skill 1] and [Skill 2] abilities. I am a capable and consistent problem solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed management, communication, and [Skill 3] toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong planning talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,  
Mohammed Ramiz

### Address

Indore, Madhya  
pradesh, India, 452002

### E-mail

ramiz69.mr@gmail.co  
m

***( ramiz69.mr@gmail.com )  
applepix899@gmail.com***

***(india)whatsapp/call :+919713071940***



Roll No: 13009791

Enrolment Number: DC1308595

पूर्व नाम-इन्दौर विश्वविद्यालय, इन्दौर  
FORMERLY KNOWN AS UNIVERSITY OF INDORE



देवी अहिल्या विश्वविद्यालय, इन्दौर  
DEVI AHILYA UNIVERSITY, INDORE



## बैचलर ऑफ कॉमर्स

प्रमाणित किया जाता है कि मोहम्मद रमीज़ ने इस विश्वविद्यालय से  
मार्च- अप्रैल, २०१६ की परीक्षा में बैचलर ऑफ कॉमर्स की उपाधि  
प्रथम श्रेणी में प्राप्त की।

संस्था का नाम रुकमादेवी माहेश्वरी कॉमर्स महाविद्यालय,  
(यदि संस्थागत हो) इन्दौर

परीक्षा के विषय आधार पाठ्यक्रम, इनडाइरेक्ट टैक्स, ऑडिटिंग,  
कस्टम्स ड्यूटी एण्ड एम.पी. स्टाम्प ड्यूटी

## BACHELOR OF COMMERCE

Certified that **MOHAMMED RAMIZ** obtained the Degree of  
**BACHELOR OF COMMERCE** from this University at the  
Examination held in **March - April, 2016** and was placed in the  
**First Division.**

Name of the Institution **Rukmadevi Maheshwari**  
(in case of a regular candidate) **Commerce College, Indore**

The subjects in which he/she was examined were:  
**Foundation Course, Indirect Tax, Auditing, Customs Duty  
& M.P. Stamp Duty**

Date of Award : 22/11/2016

Date of Issue: 10 DEC 2021

कुलपति

Vice Chancellor



Course Degree : Master of Commerce  
Subjects : Costing, Accounting,  
Finance, Statistics, Business Management



**DEVI AHILYA VISHWAVIDYALAYA, INDORE**

**STATEMENT OF MARKS**

(GRADE 'A+' UNIVERSITY, ACCREDITED BY NAAC)  
M.COM.PREVIOUS SEM-2 JUNE-2022

Roll No:000210420106

MOHAMMED RAMIZ

DC/13/08595

F/H

ABDUL HAMID

S.NO. 928

REGULAR

R.P.L. MAHESHWARI MAHAVIDYALAYA, INDORE

REGULAR		R.P.C. MARKS SHEET					FINAL TOTAL MARKS				MARKS OBTAINED			
SUBJECTS / PAPERS		I	II	III	Min	Max	I	II	III	Total				
CORPORATE LEGAL FRM.W ORK		085...	...	028	085	070	...	...	070					
CORPORATE LEGAL FRM.W ORK		015...	...	005	015	012	...	...	012					
ORGANIZATIONAL BEHAVI OUR		085...	...	028	085	078	...	...	078					
ORGANIZATIONAL BEHAVI OUR		015...	...	005	015	014	...	...	014					
ADV.STATISTICAL ANALY SIS		085...	...	028	085	067	...	...	067					
ADV.STATISTICAL ANALY SIS		015...	...	005	015	012	...	...	012					
FUNCTIONAL MANAGEMENT		085...	...	028	085	060	...	...	060					
FUNCTIONAL MANAGEMENT		015...	...	005	015	013	...	...	013					
		400					TOTAL		326					
M A R K S	FIRST YEAR		SECOND YEAR		THIRD YEAR		GRAND TOTAL		RESULT	DIVISION	ATTEMPTS			
	TOTAL	OUT OF	TOTAL	OUT OF	TOTAL	OUT OF	TOTAL	OUT OF						
										PASS	1			

The asterisk (\*) adjacent to the marks denotes failure. The letter 'C' adjacent to the marks denotes carry forward. The letter 'G' adjacent to the marks denotes Grace pass.

THREE HUNDRED TWENTY SIX OUT OF 400  
DATE OF RESULT - 29-08-2022 543281021

*[Signature]*  
Dy. Registrar (Exam,

Course Degree : Master of Commerce  
Subjects : Costing, Accounting,  
Finance, Statistics, Business Management



# DEVI AHILYA VISHWAVIDYALAYA, INDORE

## STATEMENT OF MARKS

(GRADE 'A+' UNIVERSITY, ACCREDITED BY NAAC)  
M.COM.PREVIOUS SEM-1 FEB-2022

Roll No:000210420106

MOHAMMED RAMIZ

DC/13/08595

F/H ABDUL HAMID

S.NO. 1053

REGULAR

R.P.L.MAHESHWARI MAHAVIDYALAYA, INDORE

SUBJECTS / PAPERS		SCHEME OF MARKS					MARKS OBTAINED				
		I	II	III	Min	Max	I	II	III	Total	
MANAGEMENT CONCEPTS		085	...	...	028	085	060	...	...	060	
MANAGEMENT CONCEPTS		015	...	...	005	015	014	...	...	014	
BUSINESS ENVIRONMENT		085	...	...	028	085	063	...	...	063	
BUSINESS ENVIRONMENT		015	...	...	005	015	013	...	...	013	
ADVANCED ACCOUNTING		085	...	...	028	085	068	...	...	068	
ADVANCED ACCOUNTING		015	...	...	005	015	012	...	...	012	
COST ANALYSIS & CONTR		085	...	...	028	085	071	...	...	071	
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COST ANALYSIS & CONTR		015	...	...	005	015	013	...	...	013	
OL											
<div></div>											
400						TOTAL		314			
M A R K S	FIRST YEAR		SECOND YEAR		THIRD YEAR		GRAND TOTAL		RESULT	DIVISION	ATTEMPTS
	TOTAL	OUT OF	TOTAL	OUT OF	TOTAL	OUT OF	TOTAL	OUT OF			
										PASS	

The asterisk (\*) adjacent to the marks denotes failure. The letter "C" adjacent to the marks denotes carry forward. The letter "G" adjacent to the marks denotes Grace pass.

THREE HUNDRED FOURTEEN OUT OF 400

DATE OF RESULT - 25-03-2022 543155018

UNIVERSITY HOUSE INDORE - 452 001 I215246127

CANDIDATE COPY

REGISTRAR  
Dy. Registrar (Exam,



Certificate No.:2211965

Application No.: 2112017952



# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

**ICAI Commerce Wizard: A Talent Search Test - 2021**  
**Organized by Committee on Career Counselling of ICAI**

## Participation Certificate

(Level-I)

This is to certify that Mr./Ms. **Mohammed Ramiz S/o or D/o Mr./Mrs. Abdul Hamid** pursuing **Graduation** from school **Rukmadevi Pannalal Laddha Maheswari College, Indore** has participated in the Level I online test of the ICAI Commerce Wizard 2021 held on 16th January 2022.

A handwritten signature in black ink, appearing to read 'Anil S Bhandari'.

CA. Anil S Bhandari  
Chairman, CCC, ICAI

A handwritten signature in black ink, appearing to read 'Prasanna Kumar D'.

CA. Prasanna Kumar D  
Vice Chairman, CCC, ICAI

Disclaimer: This certificate should not be construed as any qualification.



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**  
ICAI Bhawan, Indraprastha Marg, New Delhi-110002

**COMMON PROFICIENCY TEST - JUNE 2015**

(Under Regulation 25D (3) of the Chartered Accountants Regulations, 1988)

**RESULT CARD**

NAME OF THE CANDIDATE: **MOHAMMED RAMIZ**

SERIAL NO.

**9806586**

SECTION	SUBJECT	MAXIMUM MARKS	MINIMUM MARKS	MARKS OBTAINED
A	Fundamentals of Accounting	60	18	24
B	Mercantile Laws	40	12	24
C	General Economics	50	15	31
D	Quantitative Aptitude	50	15	21
<b>TOTAL</b>		<b>200</b>	<b>100*</b>	<b>100</b>

ROLL NO.

**195869**

REGISTRATION NO.

**CRO0513978**

DATE OF RESULT

**16/07/2015**



**RESULT PASS**

**MARKS (IN WORDS): One Hundred**

**MOHAMMED RAMIZ**

**S/O SHRI ABDUL HAMID**

**5 - CHHOTA SARAFI**

**PANCHRATAN MARKET**

**INDORE 452002**

018166



*M. Ramiz*

DEPUTY SECRETARY (EXAMS)

Signature of Candidate

\*A candidate is required to secure, at one sitting, a minimum of 30% marks in each section and a minimum of 50% marks in aggregate of all the four sections to pass the Common Proficiency Test.



