

(india) whatsapp/call +91 9713071940

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

<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 10th Grade A

Passed Class 12th Higher secondary exams (Mathematics + Commerce)

- Devi Ahilya University, indore**

Bachelor of Commerce in Taxation 1st Division.

Master of Commerce in 1st division.

- Institute of Chartered Accountant of India, ICAI**

Passed Chartered accountancy foundation level.

Experience :

At present working : Assistant Accountant +Cashier in a restaurant hotel
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
Nationality	:	Indian
Hobbies	:	Reading Books, Travelling with Friends.
Height	:	5 Feet & 10" Inches

Target Job Title :- 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.

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 .

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)

Cashier, accountant, manager

Respected,

Hi i am Mohammed Ramiz, having skills in Gold & silver Ornament industry regarding their Sales , Production & calculation of Gold like Opening & Closing Stocks, Work in progress, raw materials & Finished goods. Also having ability to manage employees.

Roles : Sales man executive, Cashier cum accountant, office administrator, Book_keeper in jewellery

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 to [Target Company].

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

india whatsapp +91 97130 71940

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



बॅचलर ऑफ कॉमर्स

प्रमाणित किया जाता है कि मोहम्मद रमीज़ ने इस विश्वविद्यालय से
मार्च- अप्रैल, २०१६ की परीक्षा में बॅचलर 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 टेक्स, 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-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	
OL											
COST ANALYSIS & CONTR		015	005	015	013	013	
OL											
											
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	

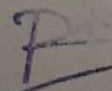
The asterisk (*) adjacent to the marks denotes failure. The letter "C" adjacent to the marks denotes carry forward. The letter "G" adjacent to the marks denotes Grace pass.

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,

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

SUBJECTS / PAPERS		SCHEME OF MARKS					MARKS OBTAINED				
		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)

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.

CA. Anil S Bhandari
Chairman, CCC, ICAI

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
TOTAL		200	100*	100

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 SARAFA

PANCHRATAN MARKET

INDORE 452002

018166



M. H. N. D. 2

DEPUTY SECRETARY (EXAMS)

M. H. N. D. 2

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.

