


# Muhammad Razik A

 Fujairah, UAE

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 0509702488



## EXPERIENCE

### Accountant

Feb 2024 - Sep 2024

 Aim Pharma and Surgicals, Charumoodu

- Maintaining financial records in compliance with tax regulations
- Ensuring timely payment of supplier invoices
- Tracking and managing inventories to ensure smooth operations

### Business Development Executive

Jan 2023 - Jan 2024

 TechBand Technologies

- Managing client relations and fostering strong connections
- Providing creative support to design team
- Social media management and content creation

### Business Executive (part-time)

Jan 2020 - Dec 2022

 Brothers La belle

- Coordinating purchase entries and sales billing
- Market Research and Analysis
- Negotiation and Closing

## EDUCATION

### Masters of Business Administration

2020 -2022

CHMM College for Advanced Studies

### Bcom Computer Application

2017 -2020

University of Kerala

## CERTIFICATION AND COURSES

HR Generalist

Nextgen HR

Sep 2024

Supply Chain Management

Great Learning Academy

May 2024

Excel 2019 Associate

Microsoft

Sep 2022

NPTEL Online Certification on Leadership

IIT Kharagpur

Aug 2022

NPTEL Online Certification on

Business & Sustainable Development

IIT Kharagpur

Aug 2021

## ABOUT ME

Passionate team player committed to contributing my expertise towards the growth of a dynamic and rapidly advancing organization. I am eager to expand my personal capabilities through exposure within the structured framework of the company.

## PROFESSIONAL SKILLS

### Soft skills:

Attention to detail

Disciplined and Organized

Time management skills

Critical thinking

Teamwork

Multitasking.

### Hard skills:

TALLY ERP 9

Pocket HRMS

Microsoft Office Suite

Power BI

Adobe Creative Suite

ChatGPT Prompt Writing

## LANGUAGE

English

*Full Professional Proficiency*

Malayalam

*Native or Bilingual Proficiency*

Tamil

*Professional Working Proficiency*

Arabic

*Professional Working Proficiency*

## INTERESTS

Travel, Football, History, and so on