



# Shaikh Mohammad Razwi

Al-ras, Dubai, UAE

Mobile +971-568247297 | Email: razwishaikh007@gmail.com

Visa Status : UAE Visit Visa (Valid Until 04/03/2024)

## Objective

I seek challenging opportunities where I can fully use my skills for the success of the organisation A challenging position and career leading to excellence and perfection in the field of Finance, Accounts & Administration in an organization where innovation, quality and handwork is recognized and appreciated.

## Experience

- **MI SMARTPHONE (XIOMI)** 2021 - 2022  
**Assistant accountant**  
Responsibilities:
  - \* Performing day to day financial transactions and maintaining books of accounts
  - \* Looking after the customer satisfaction
  - \* Providing best service to the customers
  - \* Keeping records of sales and accounting
  - \* Monitoring petty cash payments
  - \* Preparing bank reconciliation statement
  - \* Typing speed and accuracy
- **IMAGE Mens Wear** 2019 - 2020  
**Sales Executive**  
Responsibilities:
  - \*Greeted and maintained a level of conversation with customers.
  - \*Managed customer complaints in professional manner.
  - \*Attended and represented business atrade shows
  - \*Promoted specific line under the guidance of management.
  - \*Ensure feedback from the customer to further improve the customer service
  - \*Ensuring the products are delivered on given time and date
  - \*Handling new client Enquiries and acting as the face of the business
  - \*Advise customers regarding the ongoing promotions & bundle offers and increase the sales revenues

## Education

- **Anjuman Institute Of Management And Computer Application** 2022  
Bachelor of Business Administration (B B A Degree)
- **Vidyaniketan Pre-University College** 2019  
PUC
- **Anand Ashram Convent School** 2017  
10th

## Skills

- SAP FICO (Finance and controlling)
- Computer proficiency - MS office (Ms word, Excel, PowerPoint, Doc)
- Financial accounting using tally

- Auditing such as inspection of process or quality system
- Tally prime, ERP9 and Tax
- Advance Excel

## Projects

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- **Buying and selling of smartphone and consumer behaviour**  
Guided teams in development of sale of MI smartphones  
Client: Xiomi  
Results: Improved the sales of the smartphone

## Achievements & Awards

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- Best story writer
- Best advertising
- Best Manager
- Best batsman in Intercollege cricket tournament

## Languages

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- English
- Hindi
- Kannada
- Urdu

## Professional Enhancement

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- Represented mangalore University level Inter collegiate fest 2019  
Participated in intercollegiate level cricket tournament 2021  
Represented inter collegiate fest at St Aloysius mangalore:  
Won best manager award  
Best advertising

## Declaration

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- I hereby solemnly declare that all the above particulars are true to the best of my knowledge and belief.

## Personal Details

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- Name: Shaikh Mohammad Razwi
- Gender: Male
- Nationality: Indian
- DOB: 27/07/2001
- Passport Number: W9664093