



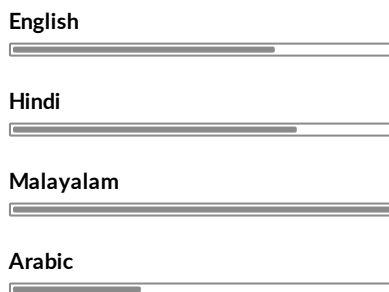
RUNAIZ M

EXPERIENCED GRADUATE

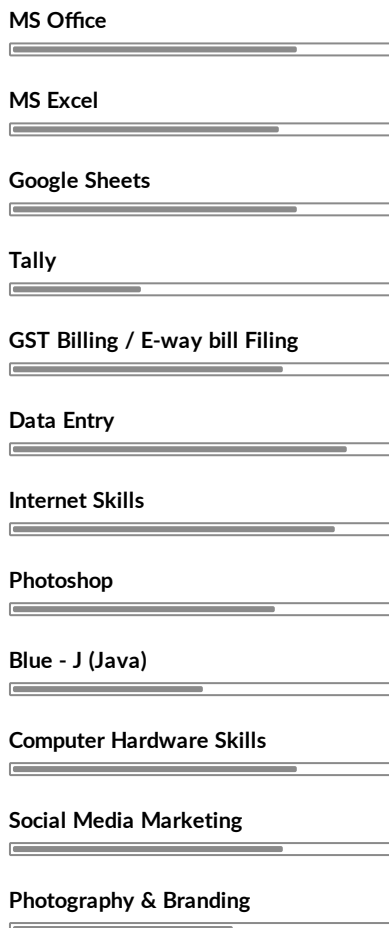
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📅 Date of birth 26/02/1997
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📍 RUKSANAS, Pannerimukku,
Chirakkal Railway Cutting,
Kannur-670010
Kerala, India.
👤 Single
🏠 Indian

Languages



Computer skills



Career

A Skilled and detail-oriented graduate pursuing CMA(USA) & M.COM looking for a challenging position in a professional organization to utilize and enhance my skills and strength in the field of accounting. I aim to grow by gaining experience and learning by contributing to the industry.

Education

Since June 2019	Master Of Commerce The Indira Gandhi National Open University (IGNOU) Kannur Pursuing
Since June 2018	Certified Management Accountant (CMA) USA Institute of Management Accountant (IMA) . Pursuing From Chanakya Business School Calicut, Kerala
From June 2015 to April 2018	Bachelor Of Commerce (Finance) Stems, Morazha Arts & Science College, Kannur. Kannur University Marks 71.23% (First Class B Grade)
From June 2013 to March 2015	Higher Secondary Education Sreepuram English Medium High School & Junior College, Kannur. ISC Board Marks 68%
From June 2002 to March 2013	Secondary Education Sreepuram English Medium High School & Junior College, Kannur. ICSE Board Marks 71.8%

Achievements

Active IMA (Institute Of Management Accountants) Member.

Achieved IMA Data Analytics & Visualization Fundamentals Professional Certificate.

Achieved IMA Strategy and Competitive Analysis Learning Series.

Digitalization and Social Media Marketing/Advertising Project of MS Ply & Boards.

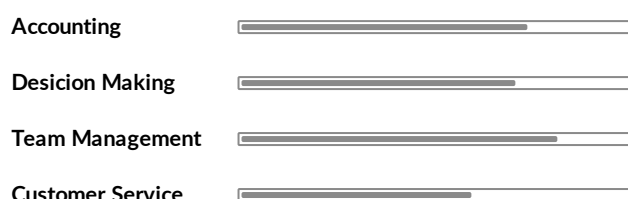
Marketed and introduced new face mask and other medical products named kopper in Kerala by providing all business ideas for the development of the business.

Participated in ASCEND 2K18 (National Level Management Fest Calicut University).

Personal Project on customer satisfaction towards Bajaj Automobiles, in Kannur locality.

Securing first place in interschool Volley Ball Tournament.

Skills



Reference

Shafeeque B.P
Proprietor of MS Ply & Boards
Email: shafeekbp@gmail.com

Murshid K
Managing Partner of Royal Wood Industries
Email: murshidroyal8@gmail.com

Interests

- Photography.
- Exploring.
- Community Involvement.
- Reading.
- Volley Ball.
- Football.
- Cricket.

Passport Details

Passport Number: P9887508
Date of Expiry-11/06/2027

Skills

Event Management

Interpersonal Communication

Work experience

Since August 2019

Warehouse Administrator

MS Ply & Boards Kannur, India

This company is active in sales and distribution of Plywoods, Doors, Veneers,MDF, Multiwood, and hardwares across Kerala, Karnataka, and other parts of India. This trading was established and came into existence over certain period of years and i have certain roles and responsibilities in this business entity over a certain period of times. My responsibilities includes:

- Maintenance of Books of Accounts,
- Stock keeping,
- Administrative Functions,
- Sales,
- GST billing/E-Way bill filing,
- Digitalisation of the entity for digital marketing,
- Finance execution,
- Banking.

My achievements includes:

- Increase in sales and popularity by digital advertising through social medias,
- Ensuring smooth working of day today business activities,
- Ensuring Prompt customer satisfaction by providing quality products as per customer's taste.

Since July 2019

Finance Executive

Royal Wood Industries Kannur, India

This company is active in Production and sales of Block boards, Doors, Plywoods and distribution among states of India. This company was established since years ago having hot press and other upgraded manufacturing tools and machines for smooth functioning and production for ensuring prompt delivery to customers without any bias. The entity MS Ply & Boards was created by this entity as their branch, by which the products was distributed among various markets. I am having certain roles and responsibilities with this business entity, My roles and responsibilities includes:

- Finance execution,
- Banking functions,
- Checking Books of accounts,
- GST billing/ E-Way bill filing.

My achievements includes:

- Quality Testing,
- Prompt delivery of products,
- Banking Functions,
- Cash collection activities,
- Order Collection,

Declaration

I hereby declare that all the above mention details are true and best of my knowledge and belief.

RUNAIZ. M