# Mohammed Nafis Marzin

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# Part qualified Chartered Accountant/ MBA/ MSC/PGCR

I have recently worked at Creams Cafe, as a part of the Franchise Store Development team and thus I have developed few skills which are listed in the following. Moreover, as a part qualified ACCA I have knowledge and experience in a wide range of accounting functions, financial statement preparation and report development.

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| --- | --- | --- | --- | --- | --- |
| • | Budgeting | • | Staff Training | • | Staff management |
| • | Payroll | • | Management Training | • | Financial analysis |
| • | Marketing | • | Business Development | • | Customer service |

# PROFESSIONAL EXPERIENCE

## 1. Creams Cafe Franchisee Store Development (Oct 2018 to Dec 2019)

Creams Cafe is one of the largest dessert franchises in the UK totalling 100 branches. The company specializes in waffles, sundaes, crepes and has about 250 items in its menu.

* Recruiting and training new staffs
* Training Franchisee in how to run the store
* Recruiting and training new managers for the store
* Opening of new stores and making sure it runs self-sufficiently fulfilling all brand standards
* Product developments involving menu changes to suit the customer taste but also efficient in terms of cost effectiveness and labour input.
* Customer service handling in terms of complaints, suggestions and improvement.
* Budgeting using financial software, Marketing and Promotional activities

## 2. VIC (Venice Inspection Company)

**Surveyor** (Dec 2015 – 2018)

VIC is a part of multinational company called VIC Worldwide, a provider of worldwide marine surveyors which provides cargo inspections, cargo damage claims and valuations, cargo management services in the United Kingdom and worldwide.

* Contacting clients by telephone or email Informing them about cargo problem (300 clients)• Report writing regarding cargo, Ship Condition, Warehouse inspections & Loading inspection
* Project Management of loading and unloading cargo in due time and survey damages.
* Resolving problems regarding ship hold contaminations, cargo planning and lashing of goods.• Damage coils inspections and valuation**,** Claim Handling Jobs, Container Inspection
* Quality controls and sampling of metal coils, scrap metal, Molasses, Wood Chip.
* Bunker survey and Draft Survey

## 3. Celerity House Stock Market Analyst (Feb 2014 – Jan 2015)

A small stock market investment firm specialising in long term and short-term investments. They work closely with clients helping to mitigate risks and grasp opportunities

* Responsible for Analysing stock market trends
* Monitoring stock market Prices
* Making decision on buying and selling Shares
* Portfolio Analysis, Market Speculation
* Bank reconciliation to make sure there are enough funds for reinvestments
* Reporting supervisor & manager on issues & inform them of early financial problems
* Keeping up-to-date and detailed knowledge of the market conditions
* Analysing Financial statements of company

## 4. Evoice Gadgets Assistant Manager (Oct 12 – Aug 13)

An electronic Online Shop specialising on tablet pcs, home accessories & gadgets

* In charge of Web Page Designing and digital marketing
* Responsible in analysing Competitors products and pricing
* Day to day expenses and sales record
* Bank Reconciliation
* Job Delegations to staffs
* Liaising with suppliers
* Preparation of Profit and Loss account
* Preparing refunds for returned goods by customers
* Preparing paper works for compensation from companies for lost or damaged products

## 5. Harnett Accountants

**Trainee Accountant** (Jan 2010 – Mar 2012)

* Sets of year-end accounts
* Profit & loss account, Cash flow, Balance Sheet via Sage Line 50), Prepare cashbook using Excel
* Recorded the Receipt on Spreadsheet, Bank reconciliation, Purchase and Sales Ledger check
* Issue invoices for receivables
* Corporation tax computation and Payroll procedure (attended PAYE Course)
* Nil returns and updating records in Company House

# EDUCATIONAL QUALIFICATIONS

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| --- | --- | --- | --- |
| **Education Level & Grade** | **Institution** | **Subject** | **Year** |
| MPhil  (Currently Towards the end) | Southampton Solent University | Triple Helix Analysis on Microfinance Industry in the UK | 2015 - till |
| Post Graduate Certificate Research (PGCR) | Southampton Solent University |  | 2016- 2017 |
| Master’s in Science (MSc) CGPA: 3.6 | University of Staffordshire | Strategic Management and leadership | 2013- 2014 |
| Master’s in business administration  (MBA)  CGPA: 3.6 | University of Essex | Entrepreneurship | 2012-2013 |
| Associates of  Certified Charter Accounting  (ACCA)  (Partly qualified 9 out of 14 papers) | Kaplan Financials | Accounting | 2010-2011 |
| BA(Honours)  CGPA 3.6 | Anglia Ruskin University | Applied Accounting | 2008-2010 |

# KEY SKILLS

* Staff training and management
* Financial analysis and budgeting
* Accounting principles and payroll
* Business Development and Marketing

**EXTRA-CURRICULAR ACTIVITIES**

* Student representative of Student Affairs in Staffordshire University

# REFERENCES

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| Mohammed Chowdhury  Director, Creams Café  Unit 14-16, 602, Marlborough Gate, MK93XS Milton Keynes, United Kingdom.  Phone: +447711396975  Email: aziz12345@gmail.com and miltonkeynes@creamscafe.com | Ashraf Ahmed  Managing Director, VIC Global  Unit 203, 2nd floor, China house,  401 Edgeware Road, London, United Kingdom.  Phone: +447575695956  Email: ashraf.rajib@gmail.com |