



# Ali Muslem Ebrahim Haji Rostam

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BLD 74-B , FLAT 12 , ROAD 29  
, BLOCK 240 , Arad , Bahrain

**E-mail:** Alirustom337@gmail.com  
**Phone:** 00 973 33745570

## WORK EXPERIENCE

### INTERNATIONAL AGENCIES COMPANY LTD ( INTERCOL )

**03/11/2018 — PRESENT**

#### ACCOUNT ASSISTANT

- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Processing transactions , Receiving checks , and updating ledgers, budgets, etc.
- Entering transactions Of Suppliers Invoices In Oracle System .

### INTERNATIONAL AGENCIES COMPANY LTD ( INTERCOL )

**03/11/2018 — PRESENT**

#### PURCHASE ASSISTANT

- Prepare the Purchase Order .
- Entering the purchased Item with Delivery Note In (Oracle Software System ) .
- Checking the Suppliers Invoice Received As Per The Purchase Order .
- Preparing The Stock items .
- Preparing The Material requisitions .

## EDUCATION

### BACHELOR OF COMMERCE

**JULY 2015 — JUNE 2018**

Bharati Vidyapeeth Deemed University , Pune

### Diploma In Marketing

**JULY 2015 — JUNE 2018**

Bharati Vidyapeeth Deemed University , Pune

### Advanced Stream - Electrical Machinery

**SEP 2012 — JUNE 2015**

SHAIKH KHALIFA INSTITUTE OF TECNOLOGY

## QUALIFICATIONS

- Communication – Excellent written and verbal presentation skills .
- Attention to detail – very attentive when examining and analyzing checklists, procedures, proofreading etc .
- Hard- working – Throughout work life experience, worked long hours in strenuous activities while also attending full time .
- Language Skills – Native Arabic, Native English , Fluent Hindi .
- MS Office Skills – Excellent Microsoft Word, PowerPoint as well as Excel .

## REFERENCES

- References available upon request .



الرقم: ٢٣١ / ٤١ / ٢٠١٨  
التاريخ: ٢٠١٨/٠٦/٢٦ م

### إفادة معادلة

نفيدكم علماً بأن المؤهل العلمي المذكور بياناته أدناه:

الاسم: علي مسلم إبراهيم حاجي رستم

الرقم الشخصي: ٩٧١٢٠٩٤٠٥

المؤهل العلمي: Bachelor of Commerce

طريقة الدراسة: الانتظام الكلي


اسم الكلية/ البرنامج: Yashwantrao Mohite College of Arts, Science and Commerce

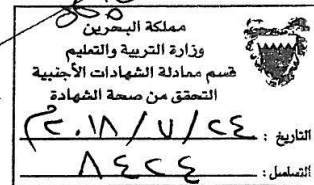
المؤسسة التعليمية: Bharati Vidyapeeth Deemed University, Pune

مقر الدراسة: جمهورية الهند

سنة التخرج: ٢٠١٨

مستوفي للشروط والمعايير العلمية الخاصة بدرجة البكالوريوس بناء على القرار الوزاري رقم ٢٠١٦/١٠/٢٥ الصادر بتاريخ ٢٠١٦/٠٦/٢٦ م.

  
الدكتور فوزي عبد الرحمن الجودر  
وكيل الوزارة لشؤون التعليم والمناهج  
ورئيس اللجنة الوطنية لتقويم المؤهلات العلمية



مكتب وكيل الوزارة لشؤون التعليم والمناهج  
Office of the Undersecretary for Education & Curricula Affairs

المكتب: ١٧٦٨٠٠٩١ (+٩٧٣) ، فاكس: ١٧٦٨٠١٦٣ (+٩٧٣) ، ص.ب: ٤٣ الممامة  
Office: (+973) 17680091, Fax: (+973) 17680163, P.O.Box: 43, Manama  
E-mail: us.educurr@moe.gov.bh www.education.gov.bh



# Bharati Vidyapeeth Deemed University, Pune

No. 056311

PUNE : 411 030. (INDIA)

Seat No.: 1813750083

Per. Reg. No.: 1500002532

## Certificate

*This is to Certify that*

*Shri/Smt.* ALI MUSLEM EBRAHIM HAJI ROSTAM

*has appeared for and passed the* BACHELOR OF COMMERCE (2014 COURSE)

*Examination held by Bharati Vidyapeeth Deemed University, Pune in* SUMMER-2018

*and was placed in the* FIRST CLASS

**Bharati Vidyapeeth Bhavan**  
L.B.S. Road, Pune : 411 030.

DATE : 01/06/2018



*[Signature]*

**CONTROLLER OF EXAMINATIONS**



# Bharati Vidyapeeth Deemed University, Pune

No.: 148285

PUNE : 411 030. (INDIA)

Seat No.: 180270005

Per. Reg. No.: 1534080138

## Certificate

*This is to Certify that*

*Shri/Smt.* ..... ALI MUSLEM EBRAHIM HAJI ROSTAM .....

*has appeared for and passed the* ..... DIPLOMA IN MARKETING .....

*Examination held by Bharati Vidyapeeth Deemed University, Pune in* ..... SUMMER-2018 .....

*and was placed in the* ..... FIRST CLASS .....

**Bharati Vidyapeeth Bhavan**  
L.B.S. Road, Pune : 411 030.

**DATE :** 01/06/2018



*Shayla*

**CONTROLLER OF EXAMINATIONS**



**Bharati Vidyapeeth**

(Deemed to be University)

**YASHWANTRAO MOHITE COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Erandwane, Pune - 411 038**

Founder-Chancellor :  
**Dr. Patangrao Kadam**  
M.A., LL.B., Ph.D.

Incharge Principal :  
**Dr. S. R. Patil**  
M.Sc., Ph.D.

★ Accredited with 'A+' Grade (2017) by NAAC ★

★ 'A' Grade University Status by MHRD, Govt. of India ★

★ Accredited (2004) & Reaccredited (2011) with 'A' Grade by NAAC ★

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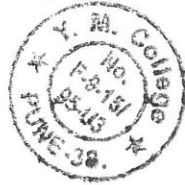
### TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr.Ali Muslem Ebrahim Haji Rostam** holding Bharain passport No.2358550 is a student of this college admitted in B.Com. three year course during the academic years 2015-2016, 2016-2017 and 2017-2018. His final result is declared on 01/06/2018. The instruction of course is English. It is deemed that he has completed his course regularly.

This certificate is issued on the demand of the concerned.

Date: 06/06/2018.

Place: Pune



  
(Dr. S. R. Patil)  
Incharge Principal  
Yashwantrao Mohite College, Pune-38