

Name: Abdulla Ramzan Malik
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OBJECTIVE

An undergraduate student with a GPA of 3.40 with a keen interest in accounting and finance. Being an ACCA candidate, I have strong interest in developing on my academic knowledge of accounting and enhancing my technical skills to ensure a progressive career in the field.

EDUCATION



University of Bahrain

Bachelor in **Banking and Finance**

Minor in **Accounting**

Expected Date of Graduation: June 2020

Relevant Courses Taken: Accounting, Finance, Portfolio

Management, Marketing, Management

GPA over 4 in Accounting Courses

Cumulative GPA of **3.40**

From September 2016 to June 2020



Federal Board

Secondary School Certificate

Higher Secondary School Certificate

From 2014 to 2016

EXPERIENCE

- **Intelaaq Programe, Bahrain**

Student Consultant

July 2019 – September 2019

Achievements:

Worked on a project for Tenmou for the purpose of creating an Operations Manual for Business Incubator(Tenmou). Conducted research for analyzing the most appropriate Training programs and Events that they should conduct according to the law of Bahrain.

- Led the team of 6 members, conducted more than 12 meetings with Tanmou and the Intelaaq consultant in efficient and effective manner;
- Drafted and finalised detailed minutes of meetings and project plan to avoid any conflicts;
- Motivated the team members on several occasion to ensure the quality of the project deliverables;
- Prepared the final report and submitted to the Intelaaq consultant and Tanmou;
- Delivered the final presentation to the higher management of Tanmou;

- Ipsos W.LL, Bahrain

Assistant
July 2018 – August 2018

Achievements:

Worked in Ipsos, where I conducted multiple surveys with clients and received feedback and input on various matters.

- Conducted over 100 surveys
- Maintained relationships with both internal and external stakeholders
- Submitted feedback to relevant departments to ensure issues are resolved and recommendations are incorporated within the processes and procedures.

CERTIFICATIONS

- The Second Forum on ICT Innovation and Entrepreneurship 2017 awarded by ICT
- Graduated from Intelaaq Student Consultancy Program 2019
- Communication skills course 2019 awarded by Etijah coaching and consultancy
- Certificate of attendance in Youth Empowerment Forum in September 2019 awarded by Intelaaq
- Certificate of Fundamental of Digital Marketing in June 2020 awarded by IAB Europe

SKILLS AND HOBBIES

- Microsoft Office
- Manual reporting, accounts handling (Cash registers)
- Strong communication skills (oral and written)
- Analytical and critical thinking
- Decision making and logical thinking
- Flexibility and integrity
- Cross-cultural competency
- Leadership
- Team building
- Management
- Public Speaking
- Gym, football and cricket

References are available upon request