



MOHAMMED SINAN A

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Education :

- ✓ **Master of Business Administration (MBA- FINANCE)**, Annamalai University, India
- ✓ **Bachelor of Commerce (B.Com)** with Co-operation, Kannur University , India

Career Objective

Secure a challenging position in **Office Administration / Accounts field** with a reputed organization where my education & experience will be utilized for mutual benefit. Leading by example and achieving objectives within time bound targets. Strongly prefer organizations that are ready to expand with an emphasis on performance and growth.

Executive Summary

- Have experiences in Office Administration / Accounts field in India.
- Professionally qualified with Master of Business Administration (**MBA- FINANCE**) and also hold a Bachelor of commerce (**B.com**).
- Knowledge in **MS Office** Applications, **Tally, PEACHTREE, QUICK BOOKS**
- Professional diploma in **Indian and Foreign SAP Accounting (PDIFAS)**.
- Have excellent communication, convincing, negotiation, influencing & interpersonal skills.
- Equipped with the interpersonal, analytical and organizational skills necessary to direct and motivate the team to meet the objectives.
- Have a good typing knowledge
- Can handle multiple tasks effectively and very much flexible with time.
- Expert in handling people of diverse nature, and renowned for being an excellent team player.

Work History

- **Worked as an office administrator in Workmate Engineering Works, India for 1 year.**
 - **Worked as an Accountant in ARS Jasmin Constructions, Kasaragod for 1 year.**
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Job Profile: *Accounts*

- prepare financial statements for company
 - present variance analysis and explanations
 - prepare balance sheet reconciliations
 - Establish tables of accounts, and assign entries to proper accounts.
 - Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
 - Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
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Job Profile: Administration / HR

- Provide administrative support to the office.
 - Store and retrieve data on computer.
 - Receive and process incoming & outgoing mails.
 - Screen telephone and personal callers & make and record appointments.
 - File correspondence and other records.
 - Supply correct information to customers.
 - Interact with customers / clients to provide information in response to inquiries about the services and to handle and resolve complaints.
 - Communicate with customer through a Variety of means-by telephone; by email, fax, or regular mail correspondence; or in person.
 - Processed back office operations using MS Office.
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Training Attended

- Attended as a Trainee for Certified Management Accounts (CMA).

Computer Skills

Operating Systems	: Windows 7, Windows Vista, Windows XP.
Accounting Languages	: Tally, Peachtree, Quickbooks
Reports and Documents	: MS Office

Personal Details

Nationality	: Indian
Gender	: Male
Date of Birth	: 01 January 1994
Marital status	: Single
Languages known	: English, Hindi, Malayalam.
Passport No.	: P4011668
