



Abdul Risal Dar Sinan

Seeking a suitable position in accordance with my experience and skills gained over the years to the full extends for development, thereby contributing to the overall growth and profitability of the organization as well as attaining self-growth in career.

✉ shalu.rishal005@gmail.com

☎ +971 582443301

📍 Dubai, United Arab Emirates

EDUCATION

Bachelor's Degree in Commerce Kannur University

2017 - 2019

Kerala

Advance Diploma In Foreign Accounting Professional School Of Accounting

2019

Kerala

C & C++ Programming Language Kerala Computer Literacy Council Society

2013

Senior Secondary - Commerce Kerala Board Of Public Examination

2014 - 2016

WORK EXPERIENCE

Office Manager Blaze Rent A Car L.L.C

01/2021 - Present

Dubai, UAE

Achievements/Tasks

- Translating Corporate goals into functional and individual goals.
- Supporting problem resolution and decision making.
- Monitoring and controlling expenses and budgets.
- Planning and goal-setting for future periods.

Accountant Cum Administrator Maaxus Mini Hub

09/2019 - 12/2020

Kerala, India

Achievements/Tasks

- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Typing up letters and preparation of reports.
- Liaising with staff in other departments.
- Preparing and storing information in paper and digital form.

LANGUAGES

English

Professional Working Proficiency.

Hindi

Professional Working Proficiency.

Arabic

Limited/Basic Proficiency

Malayalam

Native or Bilingual Proficiency

COMPUTER SKILLS

- Tally ERP
- Quickbooks Online
- MS Excel
- MS Word
- MS PowerPoint
- E-mail, Fax

MAIN SKILLS

- Daily Book Keeping(Manual And System)
- Vat Calculation and Submission
- Computer literate
- Written and verbal communication
- Ability to organize to get things done
- Ability to form and lead team
- Customer service
- Willingness to learn and update knowledge.
- Ability to multitask

PERSONAL INFORMATION

Date of Birth: 20. 09. 1997

Marital Status : Single

Gender: Male

Nationality : Indian

Religion : Islam

Availability : Immediately Available

Holding Indian Driving License

Visa Status : Residence Visa (01. 08. 2023)

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.

- Abdul Risal Dar Sinan