

## SADDAM M RIYASAT



**Visa Status:** Visit

**Mob:**

+971568366110,0504334102

**E-Mail:** [saddam.yt@gmail.com](mailto:saddam.yt@gmail.com)

### Personal Profile:

**Date of Birth:** 02-06-1991

**Gender :** MALE

**Nationality :** INDIAN

**Marital Status:**

UNMARRIED

### Passport Details:

**Passport No:** N1891880

**Date of Issue:** 14/08/2015

**Date of Expiry:** 13/08/2025

**Place of Issue:** Ghaziabad

## CAREER OBJECTIVE

I Have a 2 yrs Experience Administration .willing to work in a challenging position with growth of organization with committed & dedicated people, which will help me to explore myself fully & realize my potential. I would like to take up the role of a key player in a challenging & creative environment. I am a Administration Assist,

## WORK EXPERIENCE

2 Year Experience in **Administrative Assist.** In Sharjah Plaza Hotel (UAE)

1-6 months Experience in **Office Administrator** In Raja Crean Service (**India**)

## SKILLS

- Ability to lead a group into common goal.
- Self-motivated and hardworking.
- Quick learner.
- Positive attitude towards every aspect and open minded.
- Motivational skills.
- Management ability
- Ability to relate well and establish good working relationship with others.
- Ability to multitask, prioritize and work well under pressure.
- Good sales skills.
- Excellnt Comunication Skills.
- Multilingual -English ,Hindi,Arabic
- Well Versed With Different Office Administration Software For Costomer Relation Managment , Data Base , Time Managment , Spread Sheets, Desktop
- Organized Multitasker
- Can Work Efficiently Under Presseur
- Dedicated Willing to Work Extra Hours ,Overtime,Weekdays, and Holidays
- Experienced And Quickly Learn Office Basic , including (Printer , Fax Machine,Scenner etc.)

## ACADAMIC RECORDS

- Passed with 72% (3 years course in BACHELOR COMPUTER OF APPLICATION in H.N.B.UNIVERCITY SRINAGER (UTTRAKHAND)
- Passed Higher Secondary Exam UP BOARD) with 58 marks in the year 2010from DEYANAND SRASWATI INTER COLG NAGEL SAHRANPUR (UP)247001
- Passed SSLC exam (UP BOARD) 69% marks in the year 2007 IN DAYANAND SRASWATI INTER COLG (UP

## DUTIES AND RESPONSIBILITIES

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing

## STRENGTHS

- C,C++,
- MS WORD
- MS POWERPOINT
- MS EXCEL
- WINDOWS PLATFORM

## LANGUAGES KNOWN

- ENGLISH
- HINDI
- Arabic
- Urdu

- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains and updates Functions and coordinates with different suppliers or team involved in department special events
- Updates Customer Transaction Data base And review invoices / purchase order forwarded by Accounting Office,
- Monitors all Receivables Collection etc and Follow up on late Payment
- Data base and all major Report to Sales, and Accounting department head
- Corresponded with clients regarding complaints or follow ups and coordinated with department concerned in a timely manner,

## CAREER RELATED COURSES

- ✓ Preparation and maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Cheque (PDC) Register, etc.
- ✓ Create Cells and Ranges, Create Tables. Apply Formulas and Functions, Create Charts and Objects.
- ✓ Create and Manage Worksheets and Workbooks

## DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

**SADDAM M RIYASAT**