

OBJECTIVE

Seeking a challenging career in an organization to get a position of responsibility, using my skills and efficiency to communicate my ideas, views and commit myself to achieving organizational objectives with my positive attitude and performance.

EXPERIENCE

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Mandi House Restaurant

Mangalore, Karnataka

April 2020 to October 2021

Accountant and Cashier

- Post and process journal entries to ensure all business transactions are recorded
 - Update accounts receivable and issue invoices
 - Update accounts payable and perform reconciliations
 - Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
 - Assist with reviewing of expenses, payroll records etc. as assigned
 - Update financial data in databases to ensure that information will be accurate and immediately available when needed
 - Prepare and submit weekly report



SINAN HASSAN

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Al Karama - Dubai

SKILLS

Proficient in Microsoft Office (Excel, Word, PowerPoint)

Tally ERP 9

QuickBooks

Peachtree

Proficient in Typing

Computer skills

English

Data entry

Hindi

Quick learning

LANGUAGE

English

Hindi

Malayalam

Kannada

PERSONAL DETAILS

Date of Birth : 23/02/1996

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa (valid until 08/02/2022)

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Kasturba Medical College Hospital

Mangalore, Karnataka

May 2019 to March 2020

Office Administrative Assistant

- Create and update databases and records for financial information, personnel and other data
- Assisting colleagues whenever there is an opportunity to do so
- Manage emails, letters, packages, phone calls and other forms of correspondence
- Supervise members of the administrative staff, equally dividing responsibilities to improve performance
- Manage travel plans and appointments for upper management
- Coordinating meetings and appointments and performing Clerical tasks

EDUCATION

Mangalore University

2018

Bachelor of commerce

Western institute of Management and technology

2019

Diploma in Human Resource Management

Western institute of Management and technology

2019

Diploma in Office Administration

DECLARATION

I hereby declare that the above mentioned details are correct and true to my knowledge.