

MOHAMMED SINAN

ACCOUNTANT /
CUSTOMER
RELATION



✉ MUHAMMEDSIAN160@GMAIL.COM

☎ +971 50 486 8508

📍 DUBAI

📅 18/06/1999

🚩 INDIAN

🧠 SKILLS

Microsoft Office

Advanced Excel

Tally ERP

Ability to Work Under A Team

Ability To Multi-Task

Customer Service

Communication Skill

Interpersonal Communication

🌐 LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

👤 PROFILE

Detail-oriented and results-driven accountant with 1 years of experience in financial management, auditing, and taxation. Dedicated and empathetic customer relations specialist with 1 years of experience in providing exceptional service and building strong client relationships.

📁 PROFESSIONAL EXPERIENCE

AMCO STEEL & HARDWARE

ACCOUNTANT

04/2022 – 09/2023 | MANGALORE, INDIA

- Book Keeping.
- Preparation Of Document For Filing Income TAX.
- GST Filing.
- Created Weekly Sales Performance.
- Monitored Stored Inventory And Ordered New Stock As Need.
- Controlling Of Company Documentation.
- Created Daily Sales Report.
- Preparation Of Financial Statement.

SUZUKI

CUSTOMER SERVICE

03/2021 – 04/2022 | MANGALORE, INDIA

- Performed Customer Service.
- Handling Issues With Exceed Expectation.
- Handling Customer Through Calls And Mails.
- Keeping The Record Of Customer Interaction, Comments And Issues.
- Ensure Customer Satisfaction & Provides Customer Support And Resolving Any Customer.
- Handling Any Customer Enquiries.

🎓 EDUCATION

BACHELOR OF COMMERCE

NORTH EAST FRONTIER UNIVIERSTY

PRE UNIVERSITY

AL AMEEN PRE-UNIVERSITY COLLEGE

HIGH SCHOOL

ROSARIO HIGH SCHOOL