



SINAN HASSAN P

Experienced professional with **4 years** of progressive expertise across procurement, documentation, inventory control, and financial operations. Demonstrated success in managing purchase processes, maintaining accurate documentation systems, controlling stock levels, and supporting accounting and tax functions. Strong ability to coordinate across departments, ensure regulatory compliance, and enhance operational efficiency. Adept at multitasking in fast-paced environments, with a focus on accuracy, cost control, and timely execution.

WORK EXPERIENCE

- ❖ **PURACHASER & DOCUMENTATION | 2023 – Present**
PIONEERING ACHIEVEMENT COMPANY(PATCO), DAMMAM, SAUDI ARABIA
- ❖ **DOCUMENT CONTROLLER | 2021 – 2023**
NAHLA AL WADI TRADING CO. LLC – DAMMAM, SAUDI ARABIA
- ❖ **STOCK CONTROLLER | 2021 – 2023**
NAHLA AL WADI TRADING CO. LLC – DAMMAM, SAUDI ARABIA
- ❖ **ACCOUNTANT | 2020 – 2021**
NIKSHAN ELECTRONICS – KANNUR, KERALA, INDIA
- ❖ **TAX CONSULTANT | 2019**
TAX CONSULTANTS – KANNUR, KERALA, INDIA

CONTACT INFORMATION

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+966541364802
- ✉ sinanhassan951@gmail.com
- 📍 Kerala, India

PERSONAL DETAILS

Date of birth : 26/05/1997
Passport No. : P0023293
Date of Expiry : 01-05-2026
Place of Issue : Kozhikode

DRIVING LICENSE DETAILS

Holder of Valid Saudi Arabia & Indian Driving License

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & Email	★★★★★

LANGUAGES

English	<div style="width: 90%;"></div>	90 %
Arabic	<div style="width: 80%;"></div>	80 %
Hindi	<div style="width: 80%;"></div>	80 %
Malayalam	<div style="width: 100%;"></div>	100 %

KEY SKILLS

- Record Management
- Data Accuracy
- Cost Control
- Positive Attitude
- Regulatory Compliance

PROFESSIONAL SKILLS

- Procurement Management
- Documentation Control
- Inventory Optimization
- Financial Accounting
- Tax Compliance
- Vendor Coordination