

## 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

- ❖ **PURCHASER & 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

### EDUCATION AND PROFESSIONAL COURSES

#### HOSPITAL ADMINISTRATION, 2023

- Jain University

#### MEDICAL CODING, 2023

- Avodha Edutech Pvt. Ltd.

#### LOGISTICS, 2023

- Avodha Edutech Pvt. Ltd.

#### EVENT MANAGEMENT, 2019

- Airborne College of Aviation

#### B. Com COOPERATION 2019

- Kannur University

#### DIPLOMA IN AIRLINE TOURISM & HOSPITALITY MANAGEMENT, 2019

- Airborne College of Aviation

#### INDIAN & FOREIGN ACCOUNTING + PRACTICAL ACCOUNTING, 2018

- Integra Computer Education

#### ARABIC & ENGLISH TYPEWRITING, 2018

- Master of Computer Education

#### HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

#### SSLC

- Central Board of Secondary Education

### PROFESSIONAL SKILLS

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



### CONTACT INFORMATION

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+966541364802  
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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  90 %  
Arabic  80 %  
Hindi  80 %  
Malayalam  100 %

### KEY SKILLS

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