

# MUHAMMED SINAN

## ARTICLE ASSISTANT

📍 Abu Dhabi, UAE  
✉ kkmuhammedsinan@gmail.com  
☎ +971 58 881 2430  
in linkedin/address XXXXXX

Dear Sir/ Madam

In today's highly competitive world and fast – paced market, Organizations need strong and dynamic professionals to meet ever-changing business goals. Throughout my career, I have successfully managed to be proactive, open-minded and forward looking with tenacity and purpose. I am a value driven person and believe in the maximum application of my multifaceted capabilities to deliver consistent results.

I am certain, I can contribute this level of performance to your organization, and invite you to consider my application.

### Achievement Snapshot

- CA – CPT
- CA INTERMEDIATE GROUP I and II in November 2016 (Exemption in Accounting, Business Laws Ethics and Communication)
- CMA INTERMEDIATE GROUP I and II in June 2018
- B.COM A&F from IGNOU University in December 2018
- B.TECH (MECHANICAL ENGINEERING) from Kerala Technological University (KTU) in May 2019.

### Computer Skills

- Knowledge and Experience in **Accounting Software** like Tally
- Knowledge and experience in **MS OFFICE**.

I hope I may be granted a personal interview, if you feel my qualification fit me for the position needed.

Looking forward to working with your esteemed organization.

Sincerely,  
**Muhammed Sinan**



# MUHAMMED SINAN

## ARTICLE ASSISTANT

### Summary

Looking for CA ARTICLE SHIP program in an organization that provides unlimited growth prospects. I am creative and innovative and looking ahead to work in a challenging environment and strive for success.

### Academic Profile

- 2015 - 2019 **Bachelor of Technology (B.Tech) Mechanical Engineering**  
Kerala Technological University, College of Engineering, Kannur, Kerala, India
- 2017 - 2018 **Bachelor of Commerce (B.Com) Accounts & Financing (A&F)**  
IGNOU, Vadakara (Regional Centre)
- 2017-2018 **Cost Accountancy (Intermediate)**  
Institute of Cost Accountants of India (ICAI)
- 2015-2016 **Chartered Accountancy (Intermediate)**  
Institute of Chartered Accountants of India (ICAI)

### Capabilities

- Good analytical and presentation skill;
- Excellent leadership qualities;
- Good communication and interpersonal skill;
- Meticulous and hardworking
- Setting high standard of performance;
- Displaying initiative and quick at learning new concepts.

### Declaration

The above details are true and correct to the best of my Knowledge and belief. I promise to render satisfactory services with loyalty and devotion if I am appointed in your esteemed Organization.

- Muhammed Sinan

Abu Dhabi, UAE

kkmuhammedsinan@gmail.com

+971 58 881 2430

linkedin.com/in/muhammed-sinan-kk-924814169

### Key Skills

Knowledge in Taxation, Accounting and Auditing.

Knowledge and experience in accounting software like TALLY

Knowledge and experience in MS OFFICE

Typewriting: English in good speed

Operating system: Windows XP, 7, 8, 10

Knowledge in Business Laws, Strategic Financial Management and IT

### Linguistic Abilities

English

Arabic

Malayalam

### Misc Details

Marital Status      Single  
Nationality          Indian  
Visa Status          Visiting