



+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.

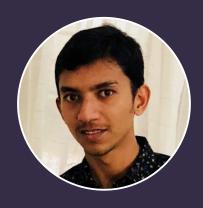
## Computer Skills

- 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



Abu Dhabi, UAE

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## **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 StatusSingleNationalityIndianVisa StatusVisiting

# 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