

SINAN HASSAN P

Experienced professional with **7 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

- ❖ **PROCUREMENT & 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

- MEDICAL CODING**, 2023
 - Avodha Edutech Pvt. Ltd.
- LOGISTICS**, 2023
 - Avodha Edutech Pvt. Ltd.
- HOSPITAL ADMINISTRATION** , 2023
 - Jain University
- 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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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
- Purchase Order Processing
- Positive Attitude
- Regulatory Compliance