

Abdus Siyaf



CONTACT AND ADDRESS :

BMW road Industrial Area 1
Near ALNAHDA sharjah

Visa Status: **FREELANCE**

Cell # +971551803558

Email : siyafabdus@gmail.com

Abdussiyaf1@gmail.com

CAREER :

Highly recognized in the community, I can meet the challenges that your company will entrust me. I am a recognized expert in the field of Business.

SOFTWARE :

Quick book, SAP, Tally,
Mirosoft (MS Word, MS
Excel, Power Point)
Microsoft Windows (10,
8.1, 7,) Internet & Drafting.

LANGUAGES:

English (Excellent)
Arabic (Excellent)
Urdu (Excellent)
Pashto (Excellent)

HOBBIES:

Playing Cricket, Debates,
Watching English Movies,
Reading Newspapers and
Journals.

REFERNCE:

Available on request.

Profile

Accomplished **MBA** degree in "Accounting and Finance " with the objective to obtain a challenging leadership position applying creative problem solving in all Business fields and lean management skills with globally reputed organizations to achieve optimum utilization of its resources and maximum profits.

Education:

Master Of Business Administration (Finance and accounting).

Bachelor Of Business Administration. (Business Management)

Higher Secondary and Secondary School Certificate.

Experience:

Positions General Administration with leading Companies.

Professional Synopsis:

- Nearly 3 years of experience in all functions of, General Administration & Managerial Operations.

**AL RASHEED GROUP OF CO KSA, TRIBAL CUSTOM (SHIPPING) CO,
SNGPL LIMITED, AKB COMPANY, ZSB COMPANY, AJMAL & CO.**

- **Proficient in managing all matters pertaining to administration for seamless operation.**
- **An effective communicator with strong leadership and interpersonal skills.**
- **Possess a flexible & detail oriented attitude.**

Functional Skills include:

General Adm. Accounting and finance. Import and Export. Finanacial Mgt.

Resource Deployment. Team Leadership. Payroll Accounts. Sales & marketing .

Vendor Co-ordination. Audit (Ext & Int). Govt Tendering. Contract Mgt.

HR Co-ordination. Billing (Com & Dom). Court Duty. Transport Mgt.