



SIYAD ABDULSAMAD

B.Com, MBA (MARKETING & FINANCE), 14 YEARS EXPERIENCE

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CAREER OBJECTIVE

To work in an open exciting and professional environment having excellent growth prospectus and to take up innovative and challenging projects and thus build a career with a leading company with committed and dedicated people.

QUALIFICATIONS

MBA (Marketing & Finance)

2005-2007

from University of Kerala

FIRST CLASS

B.Com (Cooperation)

2002-2005

from University of Kerala

FIRST CLASS

SOFTWARES

MS OFFICE PACKAGE

TALLY ERP 9

AutoCAD

ADOBE PHOTOSHOP.

GCC EXPERIENCE

1. ADMINISTRATIVE ASSISTANT

at *BINA PRECAST, SAUDI ARABIA*
2009-2012

Responsibilities.

- Coordination of Maintenance issues with the concerned MEP engineers.
- Preparing Weekly/Monthly/ Annual Maintenance schedule for equipment and vehicles.
- Recording history and status of maintenance.
- Documentation of incoming and outgoing transmittals.
- Document controlling.
- Calculation of fuel consumption of each power generators.
- Support activities for SAP installa
- Secretarial assistance to Regional Maintenance Manager.

OTHER EXPERIENCES

1. MANAGER- Accounts and Admin.

at *ABABAN TILES, AYATHIL, India*
2014-2022

Responsibilities.

- Preparing financial statements from source documents using ERP software.
- Preparing and filing monthly GST returns.
- Schedule appointments for auditors, tax practitioners and updating documents.
- Preparing and presenting job appraisal formats for employees.
- Presenting sales, revenue and expenses reports to the management by spreadsheets and MS power points.
- Coordinating with suppliers and maintaining stock levels.

TRAINING & AFFILIATIONS

Life Member, QMA (Body of All India Management Association)

Participated in International Trade fest 2008, New Delhi

Academic internship in Stock market at 'India Infoline Securities'.

SKILLS

- Problem solving
- Adaptability
- Effective communication
- Critical thinking skills
- Proficiency with MS WORD AND EXCEL
- GAAP Knowledge
- Administrative and clerical skills

LANGUAGES

ENGLISH

MALAYALAM

HINDI

REFERENCE

Can be supplied on request.

2. JUNIOR ACCOUNTANT

**At PIONEER ASBESTOS, Kollam, India
2012-2014**

Responsibilities.

- Preparing and ma manual bookkeeping
- Preparing and filing monthly VAT returns.
- In-charge of sending and receiving correspondence with suppliers.
- Inventory management
- Month end closing activities
- Communication with suppliers

3. MARKETING EXECUTIVE

**at KUDUMBASHREE MISSION, INDIA
2008-2009**

Responsibilities.

- Evolving marketing strategies for rural products.
- Coordinate with district sales executive trainees.
- To keep in touch with dealers.
- Participation of various trade fests in different parts of the country.
- Pricing of rural products.
- Identifying and developing new channels for marketing rural products.

PERSONAL DETAILS

MARITAL STATUS	:	MARRIED
DATE OF BIRTH	:	20/05/1984
DRIVING LICENCE	:	LMV (INDIAN)
PASSPORT NO.	:	R5998545
VISA STATUS	:	UAE VISIT VISA
HOBBIES	:	GRAPHIC DESIGNING PHOTOGRAPHY