



SUDHAN RATHAN

ADMIN-FINANCE PROFESSIONAL

OBJECTIVE

A skilled & talented Admin-Finance Professional with extensive knowledge of Manual-Computerized Financial Accountings and Office Administration Works, seeking a rewarding and challenging position in a company that will give opportunities for Professional growth.

PROFILE SNAPSHOT

- Indian Male | 29 Years
- Highly motivated with 8+ Years of Professional Experiences (4 Yrs UAE | 3 Yrs Qatar | 1+ Yrs India).
- Bachelor Degree in Commerce (BCom).
- Diploma in Indian & Foreign Accounting.
- Well-versed in Microsoft Office Packages & Financial Accounting Packages.
- Familiarity with HR Solution '1Clique Systems.
- Familiarity with WPS (Wages Protection System).
- Proficiency in .Google-ads Marketing.
- Pro-active & gifted with initiative, drive & time management skills.

ACADEMIC PROFILE

- **Bachelor Degree in Commerce (BCom)** June 2017
Viswa Bharatiya Vidya Parishad | Telangana | India
- **Diploma in Indian-Foreign Accounting 'Tally'** February 2018
Private Study - Spectrum Computers | Kannur | Kerala | India
- **Plus-Two | Higher Secondary** March 2014
Board of Public Exams | Kerala | India
- **SSLC** March 2012
Board of Public Exams | Kerala | India

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 Al Karama | Dubai | UAE

AREAS OF EXPERTISE

- Office Administration | Management.
- Financial Accounting | Manual-Book Keeping.
- Computerized Financial Accounting; Tally | Peachtree | QuickBooks.
- Experience in WPS & HR Sections.
- Knowledge in Purchases | Procurement procedures.

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PROFESSIONAL HISTORY

- **Office-Administration Manager** **(Working, from January '24)**
(Administration | Procurement | Executive Secretary)
 - On-Point Staffing Portal LLC | Dubai | U A E (Hospitality | Event Mgt. Company)
 - Eye Influence Marketing LLC | Dubai | U A E (PR Marketing, Influencers Agency)
 - Metro Pod Lounge L.L.C | Dubai | U A E (Podcast Studio Rental Services)
(Sister-Concerns)
- **Finance-Administration Officer** **(November' 21 - December' 23)**
 - On-Point Staffing Portal LLC | Dubai | U A E (Hospitality | Event Mgt. Company)
 - Eye Influence Marketing LLC | Dubai | U A E (PR Marketing, Influencers Agency)
 - Metro Pod Lounge LLC | Dubai | U A E (Podcast Studio Rental Services)
(Sister-Concerns)
- **Accountant Cum Office Administrator** **(2.9 Years: July' 18 - March' 21)**
Daffodil Homes WLL| Doha | Qatar (Real Estate | Property Management)
- **Accountant Cum Administrator** **(More than 1 Year: April' 17 - May' 18)**
RAMRAJ & Co. | Kannur | Kerala | India (Dealer / Supplier of Bharath Petroleum)

COMPUTER SKILLS

- HR Solution '1Clique Systems'
- Microsoft Office Packages (MS Word | MS Excel | MS PowerPoint)
- Financial Accounting Software - Quick Book Online | Quick Book Desktop
- Financial Accounting Software - Tally Solutions (Prime - ERP 9 | Server 9 | Tally 6.02)
- Financial Accounting Software - Peachtree
- 1 Clique HR Software
- Customer Relationship Management (CRM) System
- Cloud-Based Collaboration & Project Management Tool 'ClickUp'
- Google-ads Marketing

PERSONAL PROFILE

- Birth Date : 15th October 1995
- Nationality : Indian
- Passport No : N 411300
- Gender : Male
- Civil Status : Single

VISA STATUS | SALARY EXPECTATION | AVAILABILITY

- Visa Status : Residential Visa
- Salary Expectation : Negotiable
- Availability : Immediately