



## Mr. ANVAR MUHAMMED

Kunnumpurath House  
Kizhakkekara Muvattupuzha P O,  
Ernakulam District  
Kerala – 686661.

✉ [anvarmuhammed2212@gmail.com](mailto:anvarmuhammed2212@gmail.com)

☎ + 91 8547526878

### Personal Details

Date of Birth : 22 Dec 2001  
Nationality : Indian  
Gender : male  
Marital Status : single

### Interests and Hobbies

- Socializing
- Cycling
- Gardening
- Movies

# RESUME

## Objective

To obtain a challenging and diversified role to enable myself to grow in a healthy environment.

## Education

- **2023**  
Graduated from Ilahia college of Arts and Science ,  
Pezhakkappilly, Kerala. (Mahatma Gandhi University,  
Kottayam)
- **2020**  
Higher Secondary Certificate in Computer  
Commerce at Tharbiyath Trust Higher Secondary  
School, Kavumkara, Ernakulam, Kerala.
- **2018**  
Certificate in Central Board of Secondary Education  
at Malikdeenar Public School, Adivadu, Ernakulam,  
Kerala.

## Technical Skills

- Tally Prime
- Clear Tax
- GST Portal
- Tally ERP
- Winman Software
- MS Office & MS Excel

## DOMAIN OF EXPERTISE

- Knowledge of Accounting Practices
- Proficiency in Accounting Software
- Proficiency in GST and GST Filing
- Ability to Prepare Financial Statements
- Filing of Income Tax Return
- Accounts and Audit preparation
- Bank Reconciliation
- ESI & PF Preparation and filing

## **Skills**

- **Personal Strengths**

- Adaptable
- Quick Learner
- Socially conscious
- Efficient and Effective
- Goal and result oriented

- **Programming Skills**

- TALLY

- **Office Skills**

- Microsoft Office & Excel

## **WORK EXPERIENCE**

- **SAM & JOM ,CHARTERED ACCOUNTANTS**  
**Muvattupuzha, kerala from 1<sup>st</sup> June 2023 to Present.**

- **Designation:**Account Executive.
- **Company Profile:** Established 2017,Ernakulam and Muvattupuzha,Specialies in Auditing, Internal Audit, MIS, Goods and Service tax, and Accounts service provding to customer

## **MAJOR ROLES AND PROJECTS**

- Internal Auditing of CSB Bank, Thodupuzha branch.
- Internal Auditing and Accounts Preparation of Padmas Wedding Collection,Muvattupuzha.
- ITR Returns Filing.
- GST working and GST filing.
- Audit Preparation and filing.
- Internal Audit of Nelloor Home Appliances,Muvattupuzha.
- ESI & PF Filing.

## **References**

**CA JOM JOSE.**

Sam and Jom Chartered

Accountants,

Muvattupuzha, kerala

Email : [consult@samandjomca.com](mailto:consult@samandjomca.com)

Contact no: +91 9884219042

## **Declaration**

I do hereby declare that the above information is true to the best of my knowledge and belief.

Muvattupuzha

Anvar Muhammed