



ANVAR SADIQ

CONTACT

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anvarsadiq02@gmail.com

HIGHLIGHT OF SKILLS

- Accounting Vouchers
- Receivables Accounts
- Payables
- Payroll
- Payroll Advance
- Weekly wages payable
- Deposits
- GST Returns & E-
- Filing DC with E- way
- bill
- Bank Reconciliation
- Report Preparation
- Financial Statements
- Documentation
- Purchase Order
- Preparation
- TDS & TCS
- Multi currency

CAREER OBJECTIVE

To be a professional in work filed using my competencies and continuous learning and help the organization in achieving the goals using my strengths, potential, commitment, vision and strategies

EXPERIENCE

Accountant Executive

Bosch Auto clinic Bangalore

01.01.2023 to 30.01.2024

Sales

Worked as a salesman in India for 1 year at

Magic Lights Koottanad 2020 / 21

CATEGORY OF WORK EXPERIENCE

- Preparing Financial Statements of Trading Companies
- Preparing Financial Statements of Non Trading Companies
- Preparing Financial Statements of Manufacturing Companies
- Preparing Financial Statements of Public limited Companies
- Branch transactions and Consolidated reports of Branch Companies
- Ratio Analysis
- Preparation of Accounting Registers
- Bank Reconciliation works
- Preparation of Management Reports (Cash Flow, Fund Flow, Budgets)
- GST Accounting Procedures
- GST Filing Procedures
- Computerized Accounting procedures and reporting
- Seminars
- Live Training on Life Cycle of Accounting

PERSONAL DETAILS

Date of Birth : 09/12/1999

Gender : Male

Marital Status : Single

ADDRESS

MALAYAMKUNNATH,
Karukaputhur,
Chazhiyattiri P.O
Palakkad, Kerala
INDIA - 679535

PASSPORT DETAILS

Passport No : V2836159

Date of Issue : 28/09/2021

Date of Expiry : 27/09/2031

Issue Place : Cochin, India

LANGUAGES

- English
- Malayalam
- Tamil

HOBBIES

Reading
Photography & Editing

EDUCATIONAL QUALIFICATION

BACHELOR OF ARTS IN ECONOMICS

CALICUT UNIVERSITY | 2020

HIGHER SECONDARY

KERALA HIGHER SECONDARY BOARD | 2017

S.S.L.C

KERALA STATE BOARD | 2015

DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING

ITDF COLLEGE OF IT | 2023

ENGLISH & ARABIC TYPING

MOHAN SCHOOL OF COMMERCE | 2023

- ♦ TALLY ERP. 9 & PRIME
- ♦ PEACHTREE
- ♦ QUICKBOOK
- ♦ ACROBIS
- ♦ WSMS
- ♦ MS OFFICE

AREAS OF EXPERTISE

- Responsible towards work
- Self- Motivated and directed
- Sincere & hardworking
- Honest & ability to convince people

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge.

ANVAR SADIQ