



Althaf A

Contacts

-  +91 8848133499
-  althafanas999@gmail.com
-  <https://www.linkedin.com/in/althaf-anas-bb44472bb>
-  Althaf manzil Punnapra Po Alappuzha, 688004

Career objective

Motivated and detail-oriented B.Com graduate with specialization in Computer Applications, seeking an entry-level position in the IT industry. Passionate about learning emerging technologies and applying business knowledge in technology-driven environments.

Education

Bachelor of commerce (B.com) in computer application

Nov 2020 - May 2023

University Institute of Technology Alappuzha
Kerala university

Professional experience

Worked as an Accountant at **Menspoint Alappuzha**, handling daily financial transactions,

bookkeeping, and report preparation.

May 2023 - Jun 2024

Professional certification

- **Diploma in computer application**

July 2023 - Jun 2024

National computer saksharatha mission NCSM(IGNOU affiliated) ,Alappuzha

- **Diploma in financial accounting**

July 2023 - Jun 2024

National computer saksharatha mission NCSM(IGNOU affiliated) ,Alappuzha

Technical skills

- Familiar with semantic tags for structured and accessible content
- Sorting & Filtering Data
- Proficient in data entry, formatting, and basic spreadsheet management
- Data visualization
- Proficient in creating and formatting professional documents

- Proficient in creating basic webpages using HTML5
- Microsoft Word – document formatting and editing
- Skilled in using tables, images, SmartArt, and styles for structured layouts
- knowledge of linking CSS for styling

Soft skills

- Leadership
- Ability to work under pressure
- Critical thinking
- Problem solving
- Time management

Language proficiency

- English
- Hindi
- Tamil
- Malayalam







Dear Mr. Althaf A,

Warm congratulations! We are thrilled to extend a formal offer for the position of **Fashion Consultant at Suitor Guy, Edappally**.

Overview:

- | | |
|-----------------|---|
| • Position | : Fashion Consultant |
| • Start Date | : To be mutually agreed upon |
| • Reporting to | : Store Manager |
| • Joining Date | : On or before November 19 th , 2025 |
| • Basic Salary | : 14000/- |
| • Work Location | : Edappally |

Please find the detailed terms and conditions attached. Your prompt response by **17/11/2025** is appreciated.

If you have any questions or require further clarification, feel free to reach out to 7593838720.

We're excited about having you on board!

Best Regards,
HR Manager

Suitor Guy

Summary of terms and conditions

- You will be working on a probation period for 3 months. During this period, either party may terminate the employment without notice or with a shorter notice period of 7 days, based on performance, conduct, or suitability for the role.
- You are expected to strictly adhere to the respective store timing.
- You are not permitted to work in any other organization or take up freelancing during your employment with us.
- A sum of Rs.4000 will be deducted from your first month's salary as a refundable security deposit, which will be returned upon the successful completion of employment.
- As and when it requires, you must be willing to travel within Kerala for training or operational purposes.
- All data and information related to the store and company operations are confidential. Any breach, including the communication of misinformation or unauthorized sharing of internal matters, will lead to immediate termination and legal action.
- At the time of joining, you must submit a copy of your SSLC / Plus Two / Graduation / Post-Graduation certificate, Aadhaar, valid ID proof, and bank account details.
- If you didn't work at least 6 months, the company is entitled to charge the uniform provided.
- Post probation, you are expected to complete a minimum of 1 year of service. Early resignation may lead to recovery of costs for joining formalities, training, and uniforms.
- If you leave before completing 6 months, the company is entitled to recover the cost of uniforms issued to you.
- Upon confirmation, a 2-month notice period is required for resignation. Failure to serve the notice period may result in withholding of dues and potential legal action.
- Any act of misconduct, indiscipline, spreading of false information, or behavior damaging to the company's interests may result in immediate termination, especially during probation.

I have read and accept the above mentioned terms and conditions.



Signature

We are thrilled to welcome you to the Suitor guy family! We're excited to have you on board and look forward to the passion, professionalism, and creativity you'll bring to your role. At suitor guy, we pride ourselves on delivering a premium, elegant experience to our customers—especially when it comes to weddings and special occasions. As a representative of our brand, your appearance, grooming, and conduct directly reflect the values we uphold.

Grooming Standards

- To maintain a high standard of presentation:
- Personal hygiene is essential—daily grooming, neat appearance, and use of mild deodorant is expected.
- Hair must be clean and neatly styled. Long hair should be tied back.
- Beards must be clean-shaven or neatly trimmed.
- Hands and nails must be clean and well-maintained.
- Jewelry should be minimal and not distracting (e.g., small studs, simple watches).
- Strong perfumes, flashy accessories, and overly casual or distracting styles should be avoided.
- Tattoos should be covered if possible, especially if they may be deemed unprofessional or offensive.

Uniform Guidelines

- You will be provided with official company uniforms once after training completion.

Please ensure:

- Uniforms are worn daily, are clean, ironed, and well-maintained.
- Only wear black shirt, black pant, black shoe, and black socks during your training period.
- Shoes must be clean, polished, and appropriate to the work environment
- Official uniform will be provided after successful training and are mandatory thereafter
- Your name badge must be worn at all times during duty hours.
- Uniform replacements must be requested if worn out or damaged.

Start Your Day with These

“The way you dress is the way you are addressed.”

Make every day count with your best look!

सामान्यतः प्रयोग किए जाने वाले संक्षेपाक्षर / GENERALLY USED ABBREVIATIONS

a/c = Account/खाता	Csh = Cash/नकदी	Pos = Point of Sale/पाइट ऑफ सेल
adj = Adjustment/समायोजन	dep = Deposit/जमा	Pr = Principal/मूलधन
Amt = Amount/राशि	Dft = Draft/ड्राफ्ट	proc = Processing Charge/प्रक्रिया प्रारम्भ
Ar = Arrear/बकायाराशि	dish/dsh = Dishonor/अस्वीकृत	rd = Recurring Deposit/आवर्ती जमा
bal = Balance/शेष	DR = Debit/नामे	ret/rtn = Return/वापसी
Capn = Capitalisation/पूँजीकरण	DOB = Date of Birth/जन्म तारीख	Rnd = Round off/पूँजीकृत
Chg/ch = Charge/प्रभार	eft = Electronic Fund Transfer/इलेक्ट्रॉनिक फंड ट्रांसफर	sb = Savings Bank/बचत बैंक
Chq = Cheque/चेक	Inop = Inoperative/निषिद्ध	SC = Short Credit/लाईट क्रेडिट
CIF = Customer Information File/ग्राहक सूचना फाइल	Ins = Insurance/बीमा	SI/So/SORD = Standing Instruction/स्थायी अनुदेश
Clos = Closure/समाप्ती	Int / In = interest/ब्याज	S/D/W/H/o = Son/Daughter/Wife/Husband of/ सुपुत्र/ सुपुत्री/पत्नी/पति
Coll = Collection/समाहरण	Ion/loan =ऋण	tr/tr/xfer = Transfer/अंतरण
Comm. = Commission/कमीशन	min = Minimum/न्यूनतम	txn = Transaction/लेनदेन
COR/CORR = Correction/संशोधन	os = Outstanding/बकायाराशि	Wdl = Withdrawal/आहरण
CR = Credit/जमा	P&T = Postal Charges/डाक प्रभार	+MOD bal = Total balance (SB+linked MOD a/c)/कुल जमा शेष (बचत बैंक + सहवर्ती खाता)



भारतीय स्टेट बैंक
STATE BANK OF INDIA

Branch: PUNNAPRA Code: 70215
PARATHARA BUILDING

Email:sbi.70215@sbi.co.in
Phone No.: 2287716
IFSC: SBIN0070215

Buss. Hrs:10:00:00-16:00
MICR: 688002909

Name: Mr. Althaf A

S/D/H/o : ANASM

CIF Number : 91053645372

Account No.: 41347110708

A/c Type : SB TINY SPL OD GEN PUB IND

Address : S/O Anas M Althaf Manzil Punnaprav
Punnaprav Punnaprav
DIST-Punnaprav

MOP: SINGLE

A/c Opening Dt: 13/10/2016

Nom Reg No:

Customer's PAN:

Date of Issue: 17/10/2016

FIRST

Phone No. :

Email :

D.O.B. (If Minor):

PPO Number :





भारत सरकार

Government of India



Issue Date: 17/10/2012



Althaf A

Date of Birth/DOB: 05/10/2002

Male/ MALE

9616 3446 9312

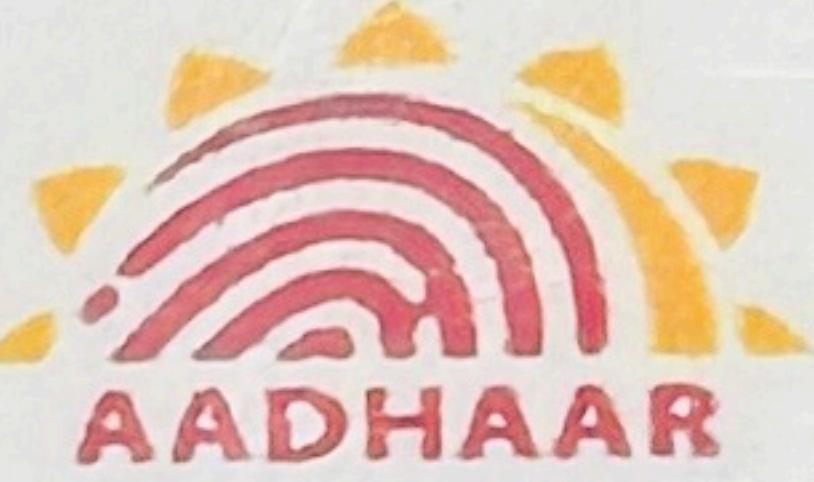
VID : 9118 4468 4106 5715

मेरा आधार, मेरी पहचान



भारतीय विशिष्ट पहचान प्राधिकरण

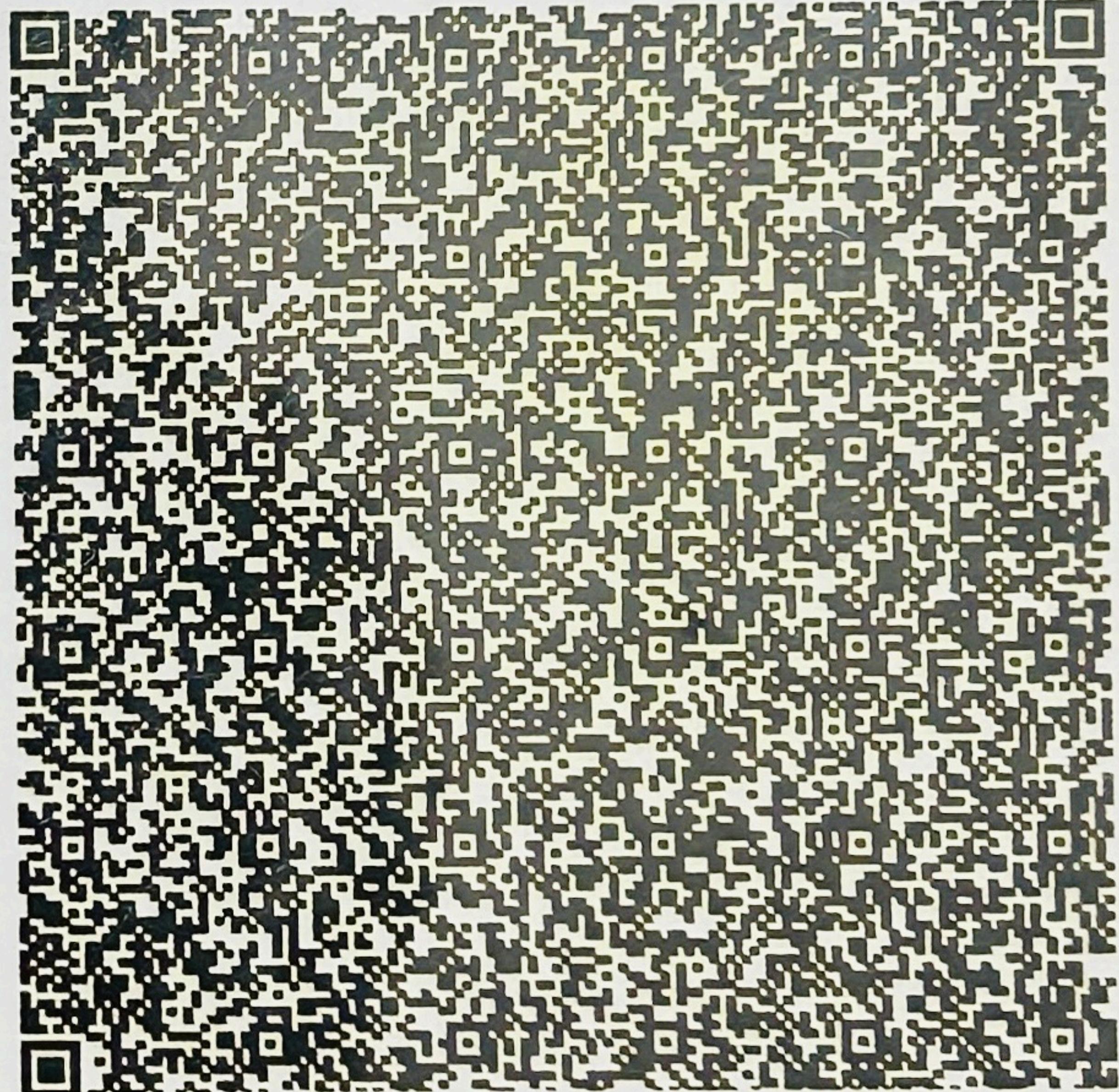
Unique Identification Authority of India



Address:

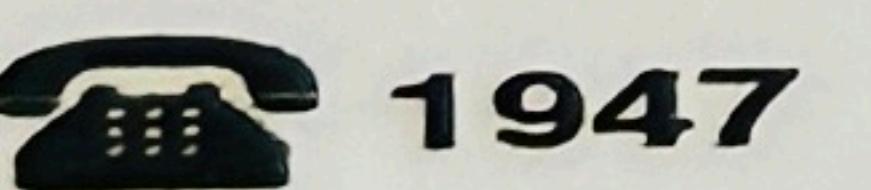
S/O Anas M, Althaf Manzil, Punnappa,
Punnappa, Punnappa, Punnappa, Alappuzha,
Kerala - 688004

Download Date: 17/10/2022

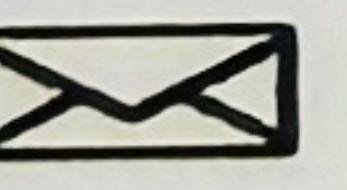


9616 3446 9312

VID : 9118 4468 4106 5715



1947



help@uidai.gov.in



www.uidai.gov.in

Experience Certificate

It is certified that **Mr. Althaf A S/o Anas M** was under the employer of **Men's Point** as an “**Accountant**” in a men's clothing shop from **01/05/2023 to 10/06/2024**.

During his stay we observe him obedient, honest and dedicated to his assignment.

We wish him best of luck.

Sincerely,

Manager

Men's Point





MARKS SHEET

DIPLOMA IN COMPUTER APPLICATION

COURSE CODE:DCA-017

COURSE DURATION: 6 Months

STUDY CENTER CODE:KL-051

NAME : ALTHAF A S/O,D/O : ANAS MTRAINNING CENTER: IT ACADEMY, NAZ COMPLEX, IRONBRIDGE, ALAPPUZHA SOUTH, ALAPPUZHA, KERALA.

SUBJECT	MAX. MARKS	OBT. MARKS
OPERATING SYSTEM	100	96
MS OFFICE	100	95
INTERNET	100	94
HTML	100	94
PROJECT	100	93
GRAND TOTAL	500	472

31 MAY 2024

Date :

A purple ink signature of 'Rukherjee' is placed here.

Exam Controller



A purple ink signature of 'Chairman' is placed here.

Chairman



SI No : L01250



Certificate

This is to certify that

ALTHAF A

S/O, D/O

ANAS M

has successfully completed the

DIPLOMA IN COMPUTER APPLICATION

course

from IT ACADEMY, NAZ COMPLEX, IRONBRIDGE, ALAPPUZHA SOUTH, ALAPPUZHA, KERALA.

ASC Code KL-051

Enrollment No. WA1007327

In the academic session NOV 2023 TO APR 2024

awarded A Grade



31 MAY 2024

DATE:



Chairman

Grade : 'A' - 80% & above, 'B' - 60% to below 80 %, 'C' - Below 60 %

आयकर विभाग

INCOME TAX DEPARTMENT



भारत सरकार

GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड

Permanent Account Number Card

EVBPA9120H

नाम / Name

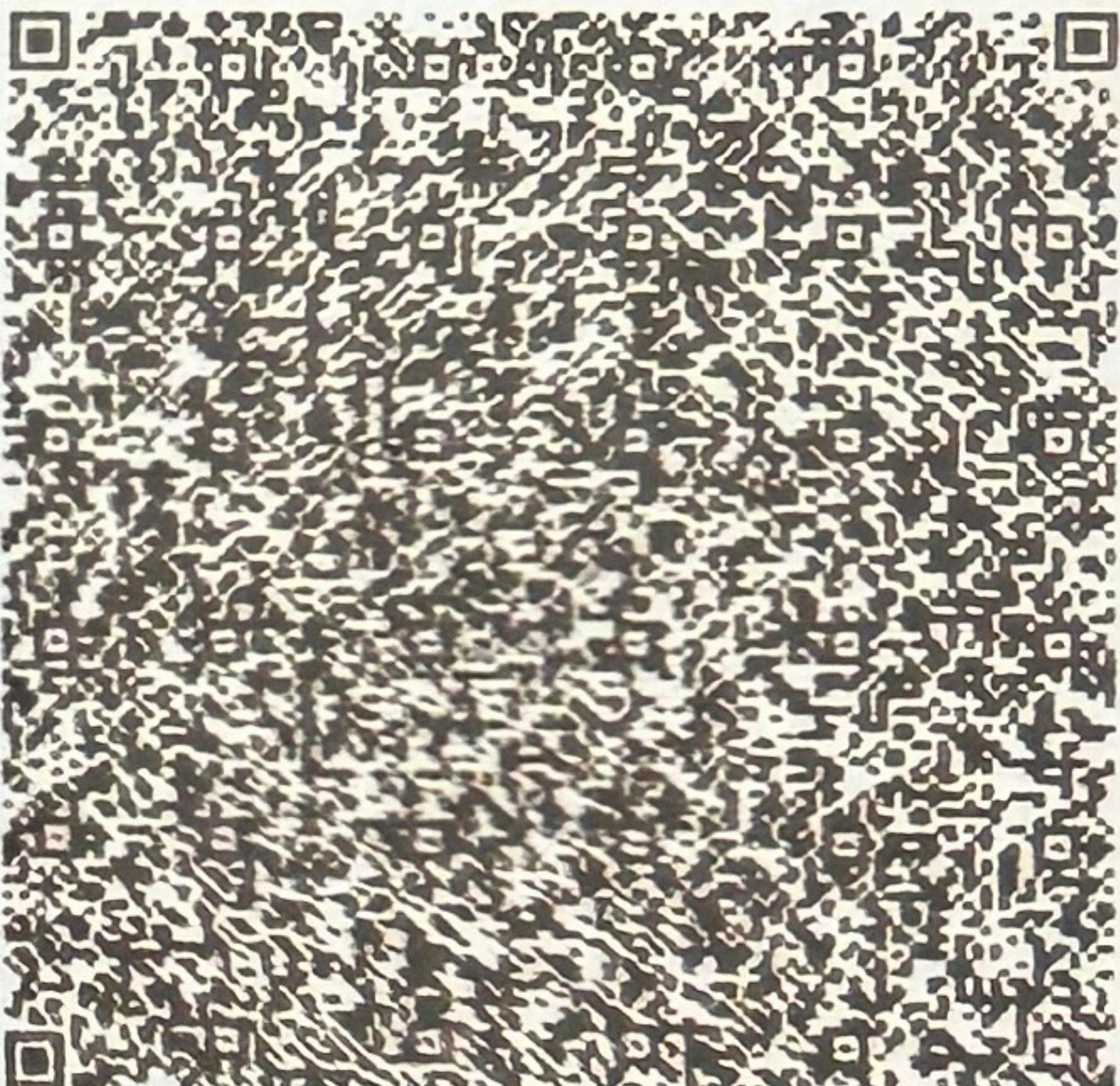
ALTHAF A

पिता का नाम / Father's Name

ANAS

जन्म की तारीख / Date of Birth

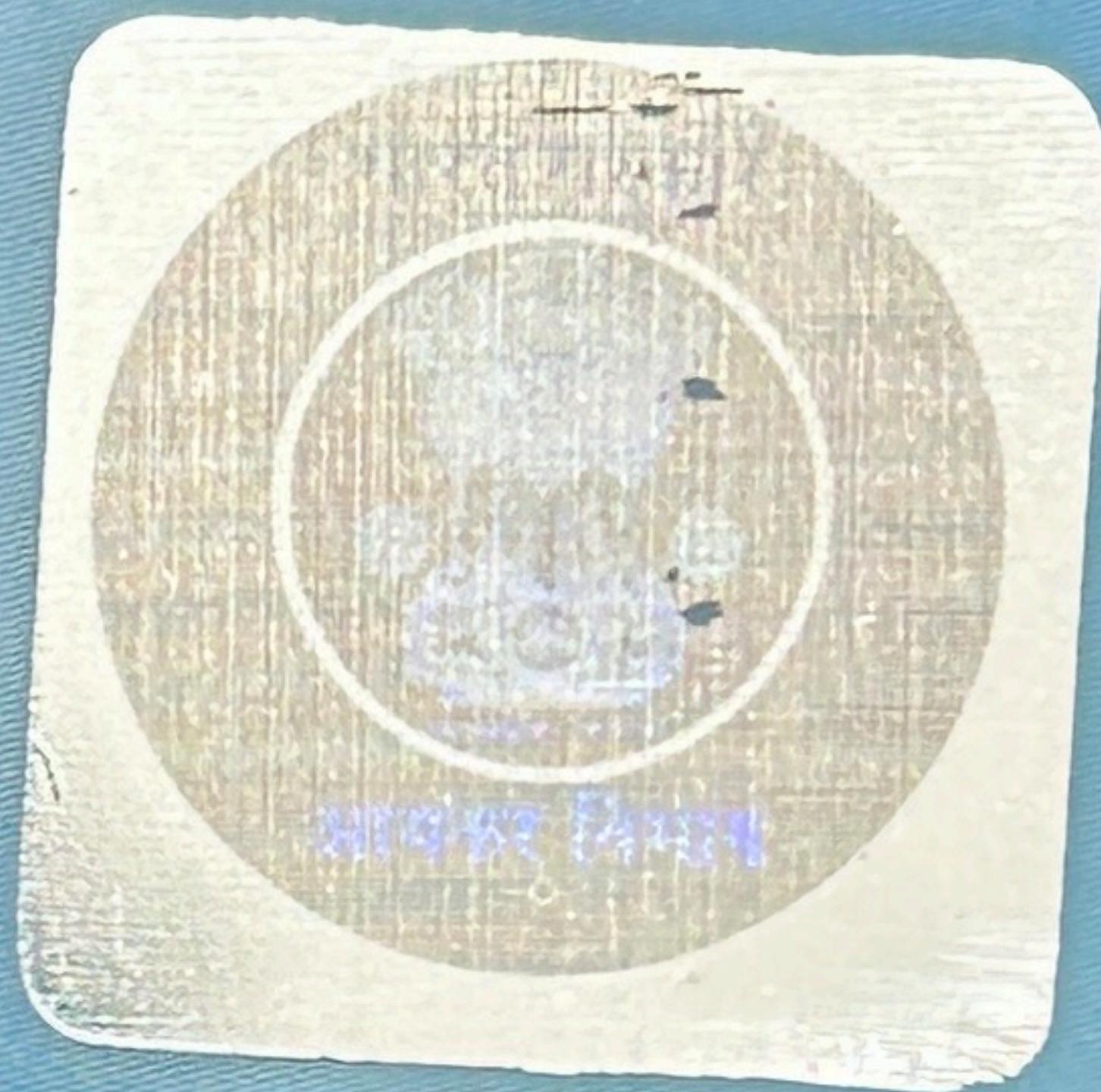
05/10/2002



ONLINE..

इसाक्षर / Signature

2734299



In case this card is lost / found, kindly inform / return to :

**Income Tax PAN Services Unit, UTIITS
Plot No. 3, Sector 11, CBD Belapur,
Navi Mumbai - 400 614.**

इस कार्ड के खोने/पाने पर कृपया सूचित करें/लौटाएं :
आयकर पैन सेवा यूनीट, UTIITS
प्लाट नं: ३, सेक्टर ११, सी.बी.डी.बेलापूर,
नवी मुंबई-४०० ६९४.

Aaykar Sampark Kendras

**For Income Tax Related
Queries call Toll Free Nos.**

1961

or

18001801961



SI No : L01609



Certificate

This is to certify that _____ ALTHAF A

S/O, D/O _____ ANAS M

has successfully completed the _____ DIPLOMA IN FINANCIAL ACCOUNTING course

from _____ IT ACADEMY, NAZ COMPLEX, IRONBRIDGE, ALAPPUZHA SOUTH, ALAPPUZHA, KERALA. ASC Code _____ KL-051

Enrollment No. _____ WA1007833 In the academic session _____ DEC 2023 TO MAY 2024 . He/ She has been

awarded _____ A Grade



DATE: _____ Chairman _____

25 JUN 2024

Grade : 'A' - 80% & above, 'B' - 60% to below 80 %, 'C' - Below 60 %



MARKS SHEET

DIPLOMA IN FINANCIAL ACCOUNTING

COURSE CODE:DFA-005

COURSE DURATION: 6 Months

STUDY CENTER CODE:KL-051

NAME : _____

ALTHAF A

S/O,D/O : _____

ANAS M

TRAINNING CENTER: IT ACADEMY, NAZ COMPLEX, IRONBRIDGE, ALAPPUZHA SOUTH, ALAPPUZHA, KERALA.

SUBJECT	MAX. MARKS	OBT. MARKS
CONCEPT OF ACCOUNTING	100	98
MANUAL ACC	100	97
TALLY	200	197
PROJECT	100	97
GRAND TOTAL	500	489

25 JUN 2024

Date :



Exam Controller



Chairman

An Institute under management by NCSM Trust, Registration No. : IV-00090/12 and
Training Partner of NIESBUD, Ministry of Skill Development and Entrepreneurship, Govt. of India

Website : WWW.NCSM.CO.IN



**GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATIONS
CERTIFICATE**



This is to certify that the candidate mentioned below has appeared for the Higher Secondary Examination and is

PASSED & ELIGIBLE for higher studies. The details are shown below.

Candidate's Name : **ALTHAF. A**

Father's Name : **ANAS. M**

Mother's Name : **SAJITHA**

Date of Birth : **05/10/2002**

Stream : **COMMERCE**

Register Number : **7088592**

Month & Year : **MARCH 2020**

No. of Chances : **1**

SUBJECTS	FIRST YEAR			SECOND YEAR			GRAND TOTAL				Grade Obtained	Grade in Words
	CE	TE	CE	PE	TE	CE	PE	TE	Total			
PART I												
ENGLISH	20	64	20		56	40			120	160	A	A only
PART II												
MALAYALAM	20	71	20	—	68	40	—		139	179	A	A only
PART III (Optionals)												
BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT	20	56	20	—	39	40	—		95	135	B	B only
ACCOUNTANCY WITH COMPUTER ACCOUNTING	20	36	20	40	29	40	40	65	145	B+	B plus	
ECONOMICS	20	55	20	—	54	40	—		109	149	B+	B plus
COMPUTER APPLICATION-COM	20	44	20	40	35	40	40	79	159	B+	B plus	
School Code : 04034	Total Score in Figures				927				927			
Date of Result : 15-07-2020	Total Score in Words				NINE TWO SEVEN							

Eligible for Higher Studies : D+ Grade or above for all subjects.

*Scores obtained in the previous examination(s)



Al - an - at - 03

Signature of the Principal
with name seal *R. K. SAVITHA*

R. K. SAVITHA

SECRETARY
Board of Higher Secondary Examinations

No. T 349483



VHZ96D4Z98BX78BR14F5V5R12F3N



**GOVERNMENT OF KERALA
GENERAL EDUCATION DEPARTMENT
SECONDARY SCHOOL LEAVING CERTIFICATE**

Register Number: 544870 Month & Year: MARCH 2018 No. of Chances: 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following grades

1. Name of Candidate : ALTHAF. A
2. Name in Regional Language : അൽത്താഫ്. ഏ
3. Name of School
H S S ARAVUKAD PUNNAPRA
4. Admission No. : 20925
5. Date of Birth (in figures) : 05/10/2002
(in words) : FIFTH OCTOBER TWO THOUSAND TWO
6. Sex : MALE
7. Religion & Caste : ISLAM, MUSLIM
8. Whether SC/ST/OEC/OBC/GL : OBC
9. Nationality : INDIAN
10. Place of Birth : ALAPPUZHA
11. Name of Mother : SAJITHA
12. Name of Father : ANAS. M
13. Name of Guardian : ANAS. M
14. Home Address : ALTHAF MANZIL, PUNNAPRA PO, 688004,
ALAPPUZHA.
15. Identification Marks
 1. A BLACK MOLE ON THE LEFT MIDDLE FINGER
 2. A BLACK MOLE ON THE LEFT FOOT



Name & Signature of the Head of School

V. B. SHEEJA
Headmistress
Arvukad High School
Punnappa



Subject	Grades	Grades in words
First Language Paper - I (ARABIC)	A+	A PLUS
First Language Paper - II (MALAYALAM)	B+	B PLUS
English	A	A ONLY
Hindi	B+	B PLUS
Social Science	A	A ONLY
Physics	A+	A PLUS
Chemistry	A	A ONLY
Biology	A+	A PLUS
Mathematics	B+	B PLUS
Information Technology	A	A ONLY

RANGE OF GRADES			
<i>A+ 90% and above: Outstanding</i>	<i>B 60% - 69% : Good</i>	<i>D+ 30% - 39% : Marginal</i>	
<i>A 80% - 89% : Excellent</i>	<i>C+ 50% - 59% : Above Average</i>	<i>D 20% - 29% : Need Improvement</i>	
<i>B+ 70% - 79% : Very Good</i>	<i>C 40% - 49% : Average</i>	<i>E Below 20% : Need Improvement</i>	

Eligibility for higher studies - Minimum D+ grade for each paper



ELIGIBLE FOR HIGHER STUDIES

LALKI

SECRETARY
Board of Public Examinations, Kerala

Date of Publication of Result : 03/05/2018