



**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 <sup>th</sup> , 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!**

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 +917593838720

 hr.rootments@gmail.com



**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*

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

**15. Identification Marks**

BLACK MOLE ON THE LEFT MIDDLE FINGER

*Althaf*

BLACK MOLE ON THE LEFT FOOT

V. B. SHIEELA

Headmistress

Anavukad High School

(School Seal)

Name & Signature of the Head of School

Date of Publication of Result : 03/05/2018

Board of Public Examinations, Kerala

*LALKI*

SECRETARY



**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**

**Month & Year : MARCH 2020**

**Register Number : 7088592**

**No. of Chances : 1**

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

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

\*Scores obtained in the previous examination(s)



*9 - 21 - 21.03*

Signature of the Principal  
with name seal

**SECRETARY**  
Board of Higher Secondary Examinations



# UNIVERSITY INSTITUTE OF TECHNOLOGY

UNIVERSITY OF KERALA

ALAPPUZHA REGIONAL CENTRE

Collectorate P. O., Alappuzha - 688 001

Phone : 0477 - 2262654  
E-mail : principaluitalp@gmail.com

Ref: No.UIT.Alp/C/2025

05.02.2025

## C E R T I F I C A T E

Certified that Althaf A S/o Sri.Anas M, Althaf Manzil, Punnapra P O, Alappuzha was a student of Sixth Semester B Com Computer Application Degree Course at this Centre for the academic year 2020-2023 .He has Completed the course.

*S. J. 25*  
Principal Incharge  
University Institute of Technology  
University of Kerala  
Alappuzha Centre  
Alappuzha



सांगाचत्यतः प्रयोग किए जाने वाले संक्षेपाक्षर / GENERALLY USED ABBREVIATIONS

a/c = Account/संखित	Csh = Cash/कैश	PoS = Point of Sale/पॉइंट ऑफ सेल
adj = Adjustment/संतुलन	dep = Deposit/उमा	Pr = Principal/मुख्य
Amt = Amount/राशि	Dft = Draft/शास्त्र	Proc = Processing Charge/प्रक्रिया श्रावर
Ar = Arrear/अकात्मारासि	dish/dsh = Dishonor/अधीरण	rd = Recurring Deposit/आवार्ती जमा
bal = Balance/बचत	DR = Debit/जमा	ret/rtn = Return/वापसी
Capn = Capitalisation/पुनर्वित्तन	DOB = Date of Birth/जन्म तिथी	Rnd = Round off/गणितिल
Chg/ch = Charge/प्रभार	eft = Electronic Fund Transfer/इलेक्ट्रॉनिक ट्रांसफर	sb = Savings Bank/संतुल बँक
Chq = Cheque/चेक	Inop = Inoperative/निक्षिप्त	SC = Short Credit/शार्ट क्रेडिट
CIF = Customer Information File/ग्राहक संचयन फाइल	Ins = Insurance/विधाय	SI/SO/SORD = Standing Instruction/व्यक्ति अनुदार
Clos = Closure/समाप्ति	Int / In = Interest/ज्ञाज	S/D/W/H/o = Son/Daughter/Wife/Husband or/ सुन्दरी/जल्दी/पति
Coll = Collection/संग्रहण	lon/loan = लोन	tr/trf/xfer = Transfer/प्रस्तरण
Comm. = Commission/कमीशन	min = Minimum/न्यूनतम	txm = Transaction/व्यवहार
COR/CORR = Correction/संशोधन	os = Outstanding/विकल्पात्मकी	Wdli = Withdrawal/अवृहण
CR = Credit/जमा	P&T = Postal Charges/कल प्रभार	+MOD bal = Total balance (SB+linked MOD a/c)/कुल जमा रोब (बिल बैंक + संबद्धता खाता)



भारतीय स्टेट बँक  
STATE BANK OF INDIA  
PARATHARA BUILDING  
Branch: PUNNAPRA Code: 70215

Email : sbi.70215@sbi.co.in  
Phone No.: 2287716  
IFSC: SBIN0070215  
  
Name: Mr. Althaf A  
S/D/H/o : ANASM  
CIF Number : 9105645372  
Account No.: 41347110708  
A/c Type : SB TINY SPL OD GEN PUB IND  
Address : S/O Anas M Althaf Manzil Punnapra  
Punnapra Punnapra  
DIST-Punnapra

Phone No. :  
Email :  
D.O.B. (if Minor) :  
PPO Number :

PoS : 10:00:00-10  
Buss. Hrs: 10:00:00-16  
MICR: 688002909  
MOP: SINGLE  
A/c Opening Dt: 13/10  
Nom Reg No:  
Customer's PAN:  
Date of Issue: 17/10,  
FIRST





भारत सरकार  
Government of India



Althaf A  
Date of Birth/DOB: 05/10/2002  
Male/ MALE



Issue Date: 17/10/2012

9616 3446 9312  
VID : 9118 4468 4106 5715  
मेरा आधार, मेरी पहचान



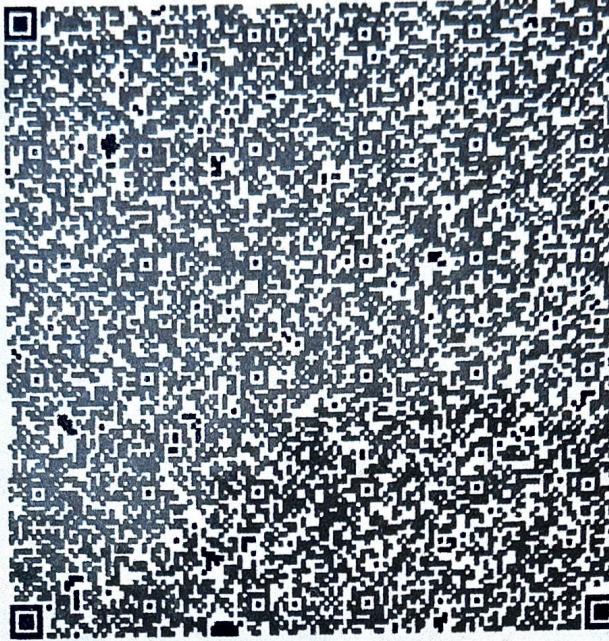
भारतीय विशेष पहचान प्राधिकरण

Unique Identification Authority of India



**Address:**

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



Download Date: 17/10/2022

**9616 3446 9312**

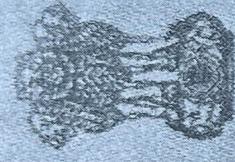
**VID : 9118 4468 4106 5715**



[help@uidai.gov.in](mailto:help@uidai.gov.in) | [www.uidai.gov.in](http://www.uidai.gov.in)



आयकर विभाग  
INCOME TAX DEPARTMENT



सरकारी कार्ड

भारत सरकार  
GOVT. OF INDIA



स्थायी लेखा संख्या कोड

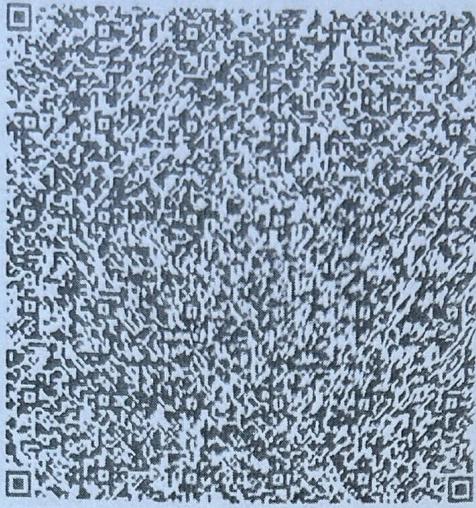
Permanent Account Number Card

EVBPA9120H

नाम / Name  
**ALTHAFA**

पिता का नाम / Father's Name  
**ANAS**

जन्म की तारीख / Date of Birth  
**05/10/2002**



हस्ताक्षर / Signature 2734299

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

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

**Aaykar Sampark Kendras**

For Income Tax Related  
Queries call Toll Free Nos.  
1961  
or  
18001801961

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



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**

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

awarded **A** Grade



DATE: **25 JUN 2024**

*Chairman*

**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 MTRAINNING 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
<b>GRAND TOTAL</b>	<b>500</b>	<b>489</b>

Date : ..... 25 JUN 2024



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](http://WWW.NCSM.CO.IN)



# Certificate

SI No : L01250



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 . He/ She has been

awarded A Grade



DATE: 31 MAY 2024

Chairman

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



®

## 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 M

TRAINNING 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
<b>GRAND TOTAL</b>	<b>500</b>	<b>472</b>

31 MAY 2024

Date : .....



A handwritten signature in black ink, appearing to read 'Rukhsarree'.

Exam Controller



A handwritten signature in black ink, appearing to read 'Chairman'.

Chairman



## 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
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### 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