



Anvar Sadik

Passport: V4785328 | **Date of birth:** 16/05/2000 | **Place of birth:** Thrissur, India |
Nationality: Indian | **Sex:** Male | **Phone:** (+91) 7994349846 (Mobile) | **Email:**
anvarsadikar@gmail.com | **Whatsapp Messenger:** +917994349846 |
Address: Puthenpeedikayil House, Chakkappanpadi, Chelakkara po, Thrissur,
Kerala, India, 680586, Thrissur, India (Home)

● ABOUT MYSELF

With over a year of experience in Accounting, Financial Management, and HR support, I possess extensive expertise that enables me to effectively manage financial records, process payroll, employee records management, and training coordination. Additionally, my 9-month experience as a Sales Promoter includes experience in promoting brand sales, managing stocks, and overseeing warehouse operations.

I hold an MBA in HR & Marketing, a Bachelor of Commerce in Computer Applications, and a Diploma in Corporate Accounts & SAP.

If you believe I would be a good fit for your job opportunity, feel free to reach out to me via LinkedIn or WhatsApp. I'd be happy to discuss how I can contribute to your team.

Linked in profile: <https://www.linkedin.com/in/anvar-sadik-195752251>

WhatsApp no: +91 7994349846

Computer Proficiency and Professional Certification:
Proficient in Microsoft Office (Word , Excel and Power Point), Accounting and Materials Management software (Tally Prime, Tally ERP9, QuickBooks, Peachtree, SAP MM, SAP FICO) and graphic design tools (Canva)

● WORK EXPERIENCE

01/04/2023 – 31/03/2024 kochi, India
ASSISTANT ACCOUNTANT CUM HR EXECUTIVE SCHOOL OF CORPORATE ACCOUNTS

- 1.Accounting & Finance Responsibilities:
- Assisted with day-to-day accounting tasks
 - Maintained accounts receivable and accounts payable
 - Managed bookkeeping and maintained accurate financial records
 - Prepared, issued, and processed invoices
 - Prepared journal entries and maintained general ledger accounts
- 2.Human Resources Responsibilities:
- Assisted with recruitment and hiring processes
 - Managed employee records and maintained databases
 - Assisted with payroll tasks and ensured compliance with HR policies
 - Provided administrative support to the HR department
 - Assisted with employee onboarding and orientation

01/07/2022 – 31/03/2023 kochi, India
CROCODILE BRAND PROMOTER AND WAREHOUSE MANAGEMENT SP RETAIL VENTURES LIMITED

- 1.Brand Promoter Responsibilities:
- Promoted Crocodile brand products to customers and retailers
 - Conducted product demonstrations and presentations
 - Managed and maintained in-store displays and promotions
 - Built and maintained relationships with customers and retailers
 - Achieved sales targets and reported sales performance

2. Warehouse Management Responsibilities:
- Inventory control and management
 - Ordering and replenishment of stock
 - Invoice checking and verification
 - Returning and handling of defective stock
 - Stock picking

Address LuLu International Shopping Mall Kochi, kochi, India

● EDUCATION AND TRAINING

01/07/2023 – 30/07/2025 Bangalore, India

MASTER OF BUSINESS ADMINISTRATION MBA IN MARKETING & HUMAN RESOURCE MANAGEMENT JAIN University

Website <https://www.jainuniversity.ac.in/> | **Level in EQF** EQF level 7

01/06/2019 – 30/04/2022 Calicut, India

BACHELOR OF COMMERCE B.COM IN COMPUTER APPLICATION Calicut University

Website <https://uoc.ac.in/> | **Level in EQF** EQF level 6

01/08/2022 – 30/03/2023 Cochin, India

DIPLOMA IN CORPORATE ACCOUNTS MANAGEMENT WITH SAP School of Corporate Accounts

Website <https://scacochin.com/> | **Level in EQF** EQF level 5

● LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
HINDI	C1	C1	C1	C1	C1
TAMIL	C1	A1	B2	C1	A1
ARABIC	B1	C1	A2	A2	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

● DIGITAL SKILLS

Organizational and planning skills | Microsoft Office (Word , Excel and Power Point) | TallyPrime, Tally ERP 9, QuickBooks , Peachtree | SAP MM, SAP FICO | Proficiency in Canva application

● CONTACT DETAILS

REACH OUT TO ME

Linked in profile: <https://www.linkedin.com/in/anvar-sadik-195752251>

WhatsApp no: +91 7994349846