

# Sakiya Parvin Latheef

CA Finalist, B. Com Taxation



Ambitious and adaptable CA Finalist and a graduate with a Bachelor's degree in Finance and Taxation. Possessing strong interpersonal and organizational skills along with leadership qualities, creativity, discipline, diligence and hard work. Desirous of working in an organization which provides adequate opportunity for career development and to learn and utilize my knowledge in accounting, taxation and auditing services. To secure the challenging position where I can effectively contribute my skills and knowledge for achieving the desired goal of the organization.

## Education

- **CA Intermediate Group I**  
ICAI – 2021
- **CA Intermediate Group II**  
ICAI – 2022
- **B.Com Finance and Taxation**  
MG UNIVERSITY – 2019
- **Higher Secondary & SSLC**  
Holy Grace Academy, Mala-2016

## Computer & Software Skills

- Winman ERP
- Tally Prime
- Tally ERP
- MS Office

## Certifications

- **Advanced Integrated course on Information Technology & Soft Skills**  
(ICAI)
- **Integrated course on Information Technology & Soft Skills**  
(ICAI)

## Work Experience

- **Accounts & Audit** : April 2023 – January 2024  
**Assistant** (Alwin Varghese & Co.)
- **CA Articleship** : March 2020 - March 2023  
(Alwin Varghese & Co.)

## Key Responsibilities Handled

- Assisted in Statutory Audit and preparation of financial statements of Private Limited Companies, Firms and Proprietorship.
- Assisted in Internal Audit programme.
- Preparation of Provisional, Estimated and Projected Financial statements of different entities.
- Registration and return filing under GST.
- Registration and form filing of Companies & LLPs.
- Annual ROC filings.
- Preparation and filing of Income Tax returns.
- Preparation and filing of TDS returns.
- Project reports for different entities.
- Accounting and Bookkeeping.

## Personal details

Name : Sakiya Parvin Latheef  
DOB : 06-05-1998  
Sex : Female  
Blood Group : O +Ve  
Address : Padickamuttom  
House, Purayar,  
Desom PO, Union  
Christian College,  
Aluva, Ernakulam  
Languages Known : English, Malayalam  
Email : [sakiyaparvin1998@gmail.com](mailto:sakiyaparvin1998@gmail.com)  
Phone : +91 9656735224  
Linkedin : <https://www.linkedin.com/in/sakiya-parvin-latheef-b88336278>

## Reference

CA Alwin Varghese MCom, FCA  
Alwin Varghese & Co.  
Chartered Accountants  
2<sup>nd</sup> Floor Golden Plaza  
TB Junction, Angamaly  
Ernakulam - 683573  
PH : +91 9961714466  
Email : info@caalwin.com

## Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge

Place : Aluva  
Date : 13-05-2024

Sakiya Parvin Latheef