

# CURRICULUM VITAE

IRFAN HABEEB M M



## OBJECTIVE

My desire is to obtain a position within a company that is both challenging and rewarding, which allows me the opportunity to show my skills in auditing, management and financial areas. I'm eager to utilize my strong work ethic and education, while continuously learning and optimizing career growth.

## EDUCATION

- M-Com-2017  
Holy Cross Institute Of  
Management And Technology-  
Calicut
- B-Com-2015  
Sree Narayana Guru College  
Chelannur

## ACADEMIC PROJECTS

- ❖ A Comparative Study on  
Customer Preference and  
Satisfaction Level towards  
Reliance Jio and Others.

## WORK EXPERIENCE

- 1) **2.6 Years' experience as Internal Auditor at Malabar Group Head Office- Calicut**
  - Perform periodic reviews of the General Ledger, Purchasing, Accounts Payable, and Accounts Receivable to negate the risk of fraud.
  - Worked in a team of auditors to improve the company's control environment and to identify and manage business risks.
  - Constructed risk/control matrices to identify risks and facilitate mitigation steps and controls within various business processes.
  - Communicated audit findings to senior management, as well as made recommendations in order to create more controlled and efficient business processes.
  - Audited independent departments to ensure that they are in compliance with the company rules and regulations.
  - Collect and analyze data to detect deficient controls, duplicated effort, fraud or non-compliance with laws, regulations and management policies.
- 2) **6 Months experience as Accounts payable at Bluechip Computer Systems LLC- Dubai**
  - Assist with monthly, quarterly and annual financial statements, general ledger, balance sheet reconciliations, journal entries, fixed assets, and P&L reporting.
  - Calculate variances between actual results and budget forecasts.
  - Responsible for accounts payable statements.
  - Performed all accounting activities including bank reconciliations, expense accruals and coding of transactions.

## HOBBIES



Football



Travelling



Night Out

## PERSONAL

**Birthday** : 14-08-1994

**Relationship** : Married

**Nationality** : Indian

**Languages** : English, Malayalam  
Hindi

## CONTACT



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### 3) 6 Months experience as Accounts Executive at Access Tax Centre- Calicut

- Work with external auditors during the audit review and compile all the necessary documentation required during the investigation.
- Preparing tax payments.
- Recommend tax strategies that align with business goals.
- Organize and update the clients' tax database.
- Share financial data with the accounting department of clients.
- Prepares tax accruals for clients' records and accounts.
- Develops strong relationships with clients, including understanding their business practices and specific tax information needs

## PERSONAL TRAITS

- ❖ Independent
- ❖ Qualitative effectiveness
- ❖ Professionalism and work ethic
- ❖ Diversity sensitivity

## REFERENCES

- 1) Joe Joy  
Manager-Internal Audit  
Malabar Group Head Quarters-Calicut  
+91 9961 447207
- 2) Anodiyo  
Tax Consultant-Access tax Centre-Calicut  
+91 8921 144584