

ATHIRA.K.J

Accountant

Contact no: +971 507053973

E-mail: athirakj1909@gmail.com



OBJECTIVES

To obtain a challenging and responsible position in Banking / Finance sector where I can utilize and enhance my skills to bring out the best in me for the success of the organization thereby accomplishing the goals of a career prospective.

WORK EXPERIENCE

A ccountant - PRATHEEKSHA NIDHI Ltd.,Chettuva, Thrissur (1Year & above)

Duties & Responsibilities

Gold Loan, Personal Loan and Group Loan, Deposits, Cash payment and receipts, Money Transfer, Fund Transfer and Coordination Work

ACADEMIC DETAILS.

- S.S.L.C. (2010)
- PLUS TWO (2012)
- B.COM CO.OPERATION (2017)

COMPUTER AND OTHER SKILLS

- DCFM (Diploma in Computerized Financial Management)
- PGDIT(Post Graduate Diploma in Information Technology)
- Peachtree
- Tally
- KGTE(English Lower)
- MS Office
- Excel
- DTP
- Gold appraiser course

KEY SKILLS AND PERSONAL QUALITIES

- Hard working and willing to work independently even under pressure and meet deadlines.
- Quick learner of new chores in short of the time.
- Computer literate.
- Skilled in motivating and interacting with co-workers.
- Accuracy and attention to details.

STRENGTH AND HOBBIES

- Good administrator
- Surf the net
- Reading books
- Cooking
- Traveling
- Bottle art
- Gardening

PERSONAL DETAILS

Date of Birth : 18-12-1993
Father's Name : Jnanaprakasan K.R
Nationality : Indian
Sex : Female
Marital Status : Married
Languages Known : Malayalam, English, Hindi, and Tamil.

DECLARATION

I, hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place : Dubai
Date :

ATHIRA.K.J