

CURRICULUM VITAE

ATHUNYA. K

Al-karama

Dubai

United arab emirates

Ph.No - +971 526518252:

Email : athunyaaajayan@gmail.com



CAREER OBJECTIVE

Aspiring for a promising and motivating career in an organization where my own initiative discipline, Dedication, Team spirit and genuine enthusiasm would allowed to progress along with my organization towards the enrichments of my skill and knowledge.

PERSONAL STRENGTH:

- Hard working
- Punctuality
- Practical
- Dedicated
- Polite leadership

EDUCATIONAL QUALIFICATION:

- **BSc Mathematics** - Calicut University - 61%
- **Diploma in VIBES Accounting** - Bharathiar Universty
- **PLUS TWO** (Board of HSE Kerala) - 82%
- **S.S.L.C** (Board of Public Examination Kerala) - 81%

COMPUTER SKILLS

- Computerized Financial Accounting
 - TallyERP9
 - Peachtree Accounting
 - Quickbook Accounting
 - Tradeasy Accounting
- MS OFFICE
 - MS Word
 - MS Excel
 - MS PowerPoint
- DATA Entry
- Job Work Practice

KEY COMPETENCIES

- General Accounting, Tax Reporting and Filing, Employee expense reports, reconciling bank accounts, parole management, financial statements, financial analysis

EXPERIENCE

- 1 Year **Internship Trainee** in Sree Sankaracharya (Accounting Division), Thalasseri , Kerala.
- 3 Year Experience as an **Accountant** in Tax office, Thalasseri, Kerala.

PERSONAL DETAILS:

Name of Father	:	Ajayan. K
Date of Birth	:	25-05-1998
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Married
Gender	:	Female
Passport no	:	V4327802
Visa status.	..	Till – 05-03-2022
Language Known	:	English, Hindi and Malayalam

DECLARATION

I hereby certify that the above information is true & correct to the best of my knowledge and belief.

ATHUNYA. K