

ATHIRA ODERAN



Contact

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United Arab Emirates

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Objective

Myself, Athira Oderan, I am currently looking for a job in UAE, I have work experience in India as an Office Assistant and Office Administrator.

Experience

Lawyer

- I have 4 years' experience as office Assistant at 'JJ Associates' Law Firm at Manjeri in Malappuram District, Kerala (India).
- I have 3 years' experience as a Data Entry Operator at AMICUS Entrance Coaching Center, Kottakkal in Malappuram District, Kerala (India) during the period from 2019 to 2021.
- Currently I am working as office Administrator at 'Sunil Associates' Law firm at Vatakara in Kozhikkode District, Kerala (India).

Academic Record

- Degree completed from Calicut University (India)
- Plus Two completed from State Board of Kerala (India)
- SSLC completed from State Board of Kerala (India)

Skill Highlights

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|-------------------------------------|-----------------|
| • IT skill: Microsoft Excel | • Data Entry |
| • Microsoft Office (Typing English) | • Data Analysis |

Languages

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|-----------|-------------|
| • English | • Malayalam |
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Personal Details

Date of birth	: 13-02-1991
Nationality	: Indian
Gender	: Female
Marital status	: Married

Passport Details

Passport No	: V2224769
Issue date	: 17/09/2021
Expiry date	: 16/09/2031