ATHIRA UNNITHAN

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Summary

Diligent professional with high credentials where we are processing timesheet and reconciliation of healthcare organization. Efficient in the process with perfect working style and professional in handling the process. Quick learner with great capability to grab any process or any work style.

Experience

US Payroll Executive   03/2021 to Current
IMS Decimal(Interactive Manpower Solutions)   Ahmedabad, India
- Invoice Amending
- Time sheet Processing,
- Mailing to end client
- Other office work
- Reconcilation

Back Office Assistant   06/2019 to 06/2020
ATMANEEM NATURE CURE(HEALTH CARE)   Rajkot, India
Administration, Attendance Worksheet, Front Desk, Co-ordination.
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Managed receptionist area, greeting visitors and responding to telephone and in-person enquiries.
- Supported staff with clerical tasks for well-maintained office administration.

Back Office Assistant   05/2018 to 06/2019
FAITH ANGEL GROUP   Rajkot, India
- Documentation, Administration, Receptionist Activities
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Managed receptionist area, greeting visitors and responding to telephone and in-person enquiries.
- Supported staff with clerical tasks for well-maintained office administration.
- Created filing system for contracts, records and reports.

Back Office Assistant   05/2017 to 05/2018
ROTOTON POLYPack PVT LTD   Rajkot, India
- Administration, Back Office, Handling calls
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Managed receptionist area, greeting visitors and responding to telephone and in-person enquiries.
- Supported staff with clerical tasks for well-maintained office administration.
- Created filing system for contracts, records and reports.

Skills

- Behavioral observation
- Analytical problem-solving
- Excellent communication
- Software Handling

Education

Bachelor of Engineering: Electronics & Communication Engineering   2018
Marwadi Education Foundations Group Of Institution   Rajkot, GJ
Project:
Title: Separating speech signal from the composite audio signal (on going).(Degree Project)
· **Guide:** Mr. Amit Kumar.
· **Description:** The implementation on speech and sound separator for people who are hard of hearing could benefit from a new listening system that allows them to pick out individual voices and reduce background noise. This project is helpful toss the blind people & particularly useful in situations where

group of people are talking at the same time such as workplace. This system is about giving listeners the flexibility to create their own acoustic environment.

· **Title: -** RFID based door lock security system.(Diploma Project)

· **Guide: -** Mr. Hitesh Rathod.

· **Description:** - Radio-frequency identification (RFID) based access-control system allows only authorized persons to enter a particular area of an establishment.

Diploma of Higher Education: **Electronics & Communication Engineering**   **2015**

Atmiya Institute Of Science & Technology (GTU)   Rajkot, GJ

Electronics & Communication Engineering

SSC: **all subjects**   **2012**

P.B. Kotak Eng. Medium School (GSEB)   Rajkot, GJ

all subjects

Accomplishments

- Streamlined workflow by consolidating lengthy processes and redundant documentation which resulted in more effective and timely completion of [work].
- Recognized by management for [Great] behaviors, leading to increased [Trust and Confidence].
- Well know for Handling Operating System: Windows 7, 8. Technical Software : Xilinx

Languages

English, Hindi, gujrati: First Language

English:	C2	**Hindi**:	C2
Proficient		Proficient	

Gujarati: C2

Proficient