

RESUME



ATHIRA VISWANATHAN

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CAREER OBJECTIVE

Seeking a challenging career in a forward looking organization where I could utilize my skills and knowledge bringing in for a mutual sustained growth for the organization and me as an individual.

WORK EXPERIENCE

- 1. Worked at Mumbai Multimedia as an account executive (July 2019 to October-2020)**
- 2. Worked at Novel Tech Park as an account executive (June 2022 to July-2023)**

Key Deliverables

- ♣ Verifying, validating and raising the invoices for payment
- ♣ Preparing debt sheet and validating for preparing daily and weekly reports
- ♣ Follow up with client for payments
- ♣ Supporting management for long-term pending payment receipt
- ♣ Created new policies for cash flow and reconciliations
- ♣ Created new customer accounts and carried out associated data entries
- ♣ Validating and identifying the refund process and channel
- ♣ Provided documents for audit purpose and supported in annual audit
- ♣ Maintained a record error – free monthly reconciliations
- ♣ Resolved invoicing queries and fasten the invoice process

BASIC ACADEMIC CREDENTIALS

COURSE	UNIVERSITY	PERCENTAGE	DURATION
M.Com(Adv. Ac)	MUMBAI UNIVERSITY	A Grade	2019
B.Com(A&F)	MUMBAI UNIVERSITY	B Grade	2017
12Th	Maharashtra State Board	67%	2014
10Th	Maharashtra State Board	64%	2012

PROFESSIONAL CERTIFICATIONS

- Tally ERP 9.0 certified professional

PERSONAL SKILLS

- ♣ Positive Attitude
- ♣ Team player
- ♣ Good problem-solving skills
- ♣ Adaptability to change

OTHER QUALIFICATION

- ♣ Proficient in MS Excel, Word, PowerPoint, Access
- ♣ Working Knowledge in ERP, Quick Book, Zoho Books, Wave App & Tally

ACADEMIC PROJECTS

- Comparative analysis of financial statement of SAIL with other steel companies in Maharashtra
- Have done a project on 'An Analysis of Defaults in Business Loans at The Maharashtra Gramin Bank

PERSONAL DETAILS

- ♣ Father's Name :- R.Viswanathan.
- ♣ Permanent address :- B/204 Raghuchaya, Dombivili East, Kalyan, Thane(Dist),Maharashtra, 421203.
- ♣ Date of Birth :- 26th September 1996.
- ♣ Language Known :- English, Hindi, Malayalam, Marathi.
- ♣ Marital Status :- Married.
- ♣ Nationality/Religion :- Indian /Hindu.
- ♣ Interest & Hobbies :- Drawing and Reading.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: Electronic city

Athira Viswanathan

Date: