

CURRICULAM VITAE

ATHIRA.V

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CARRIER OBJECTIVES

To build a carrier in finance field and enhance my skills and learn new finance terms for growth of organization as well as individual growth.

SKILL SETS

- Good interpersonal skills.
- Vast knowledge of accounting.
- Excellent communication skills.
- Good analytical and problem solving skills.

EDUCATIONAL QUALIFICATIONS

- M.com with second class from University of Kerala.
- B.com with 82% from S N College Chempazhanchy
- Plus Two with 81% from Govt. Higher Secondary School Kulathoor.
- S.S.L.C with 91% from Govt. Higher Secondary School Kulathoor.

TECHNICAL SKILLS

- M.S Office
- Tally ERP 9
- Internet Savvy

KEY SKILLS

- Team Work

- Responsibility
- Commitment to carrier
- Decision Making
- Good Communication
- Leadership
- Carrier Motivation

CERTIFICATIONS

- Diploma in Computerized Financial Accounting (DCFA)

EXPERIENCES

- ***Accountant (Accounts Bureau AUGUST 2016 to September 2017)***
Worked as an Accountant for one year in a Sales Tax Office.

RESPONSIBILITIES

- Checking sales tax records.
- Reconciling sales with the right tax rate.
- Implementing tax accounting policies.
- Bank Reconciliation.
- Data entry in Tally.
- Finalization of Books of Accounts.

- ***Service Coordinator (Galaxy Info Solutions March 2017 to Present)***
Working as Service Coordinator

RESPONSIBILITIES

- Service Handling.
- Human Resource allocation in different projects.
- Salary Computation.
- Work allocation.
- Handling accounts of the section.
- Preparation of Quotations, Agreements. GST Invoices.
- Handling the Clients.
- Handling Projects (Services).

PERSONAL DETAILS

Name : Athira .V

Date of Birth : 04/11/1993

Languages known : Malayalam, English Hindi and Tamil.

Address : Mundichan vilakom
Kulathoor, Kulathoor PO
Trivandrum 695583.

Marital Status : Married

Nationality : Indian

DECLARATION

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

ATHIRA.V