



Ms. ATHIRA P

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Address: Al Qusais, Dubai, UAE

Seeking suitable job position in Administration/ Accounts

An astute professional with over 2 years of hands-on experience in Business Associates and Accounts. Customer Relationship, Maintain Accounts- Cash management, Result-oriented decisive leader to maintain high-quality standards to meet challenges of this fast-paced, high turnover industry; Persuasive communicator with exceptional relationship management skills with the ability to relate to people at any level of business and; Multitasking ability to sketch the plan, prioritize the work and manage the complex projects under aggressive timelines; Adroit at analyzing the organization requirements; Tendency to thrive in dynamic and fluid environments while remaining pragmatic and focused; Highly ethical, trustworthy and discreet

Work Experience

Admin cum Associate

EXL Solution Info Park Kerala India - November 2019 March 2022

Key Responsibilities:

- To interact with US representatives & deal with the precertification of insurance.
- Mostly engaged in Medicare cases and completing cases on right time.
- Conducting training session for fresher's and also playing a mentor ship role for other users in our team.
- Coordinating with team in absence of supervisor to make sure works are done on time.
- Auditing 80% of accounts from our daily team production.

Junior Accountant

Joseph Mathew and CO Chartered Accountant, Kottayam. – March 2016 to March 2017

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.

Personal Details

Date of Birth : 04/10/1995
Nationality : Indian
Marital Status : Single
Available : Immediately
Visa Status : Visit Visa

SKILLS

- Tally ERP9
- Advanced Excel, MS Office Suite
- Administration, Customer relationship, Team Management

LANGUAGES KNOWN

English
Hindi
Malayalam
Tamil

Educational Qualifications

Data Entry Govt. Approved Crash Course (*2month*) 2019

Master of Arts in Economics, Mahatma Gandhi University Kerala, India 2017-2019

Bachelor of Arts in Economics, Mahatma Gandhi University Kerala, India 2013-2016

Higher Secondary Education from HSE Board Kerala, India 2011-2013

Membership/Achievements

- Coordinator of management fest.
- Participated in various management fest.
- Acting as student representative in college and school level.

Reference

Can be furnished upon request.