**Mrs. ATHIRA**

**Email:** [**athirara.149827@2freemail.com**](mailto:athirara.149827@2freemail.com)

**CAREER OBJECTIVE**

To seek a challenging assignment that fully leverages on my current skills while also affording an opportunity to learn and grow as an accounting professional. I value commitment to my work, integrity, team spirit and willing to learn new skills in a new environment and give my best to the organization I would work for.

**SYNOPSIS**

* A result oriented professional with **1. 4 years experience** as a HR Executive cum Personal Secretary & Office assistance in Hospitality and Service Sector.
* Strong Analytical, Problem Solving & organizational abilities. Possess a flexible & detail oriented attitude.
* A keen analyst with exceptional relationship management.

**ORGANIZATIONAL EXPERIENCE**

**Royal Furniture Group, Sharjah,UAE**

**Royal Furniture Group** has spread its retail operations in the UAE and India. The company has eleven showrooms in operation with the brand name “Royal Furniture” in UAE with over one million square feet of display area & Royal Furniture Group has 5000+ different models of furniture displayed in its show rooms across UAE and India.

**Admin cum Office Assistant (4 Months) Apr’12– Jul’12**

**Duties and Responsibilities:**

* Organize office and assist associates in ways that optimize procedures
* Sort and distribute communications in a timely manner
* Create and update records ensuring accuracy and validity of information
* Schedule and plan meetings and appointments
* Monitor level of supplies and handle shortages
* Resolve office-related malfunctions and respond to requests or issues
* Coordinate with other departments to ensure compliance with established policies
* Maintain trusting relationships with suppliers, customers and colleagues
* Perform receptionist duties when needed

**Koyli Hospital, Kannur, Kerala**

**Koyili Hospital** is a 350 bed, multidimensional super specialty medical facility with a comprehensive range of medical capabilities and services. One of the leading hospitals in Kannur, Koyili is reputed for its uncompromising medical assistance, infusing both up-to-the-minute technology, and exceptional healthcare. The hospital has achieved unprecedented growth in just two decades.

**HR Executive cum Personal Secretary (1 Year)Jan’12– Dec’12**

**Duties and Responsibilities:**

* Collect and keep personnel data files for every employee at the company.
* Define Job description of employees.
* Leave Management.
* Employees promotion and terminations.
* Review and process employment application.
* Heading up the recruitment process.
* Assist with the arrangements for company training.
* Assist with the administrative duties of the appraisal and salary review process.
* An active role in creating a safe and healthy work environment.
* Liaison between Administrator and lower level employees.

**ACADEMIA**

* MBA ( Marketing and Finance) from Kannur University India in 2011.
* Bachelor of Business Management from Kannur University in 2009.
* Plus-Two in Commerce from Board of Public Examination, Kerala
* SSLC from Board of Public Examination, Kerala .

**During MBA**

**1.Final Project**

|  |  |
| --- | --- |
| Project Title | A Study on Financial Statement Analysis of Kerala Ayurveda Ltd, Athani, Ernakulum |
| Project Area | Financial Statement Analysis |
| Company | Kerala Ayurveda Ltd, Athani, Kerala |
| Duration | 2months |

**2.Summer Project**

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| --- | --- |
| Project Title | A Study on Training and development of employees of M/s Western India Plywood, Kannur, Kerala. |
| Project Area | Training and Development of Employees |
| Company | Western India plywood, Kannur, Kerala |
| Duration | 1month |

**IT SKILLS**

Knowledge of Computers, Windows 95/ NT, Tally, M.S Office, Lotus, WordStar, Internet & E-Mails, PC and Printer Trouble Shootings, User of Typewriter, Comfortable & Fast Learner to work in any software Packages. Detailed knowledge of Microsoft Excel, Word &Mails.

**Professional Strengths**

* Ability to change as per environment.
* Dynamic team player.
* Grasp new skills with in short period of time.
* Sense of responsibility and ability to perform under pressure.
* Balance personal and professional priorities and act accordingly.

**PERSONAL DOSSIER**

Nationality : Indian

Date of Birth : November 22, 1988

Marital Status : Married

Gender : Female

Visa Status : Husband Visa.

Place of Issue : Kannur, India.

Date of Expiry : November 29, 2022

Languages Known : English, Hindi, Tamil, Malayalam.

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