**JUNIOR ACCOUNTANT**

ATHIRA

E MAIL – athira.378252@2freemail.com

Contact No – C/o 971504973598

Dubai

**Career objective**

To become a professional with capabilities to provide optimum performance to the organisation that efforts career growth and encourage dedication to work and seeking a challenging position.

**Professional experience**

Calicut women’s college, Kozhikode, Kerala, India

August 2015 to June 2017

Working as an Administrator/ Accountant and responsibilities are as follows,

* Monitoring and overseeing the daily administration of the management of the college.
* Creating academic policies and planning budgets for extracurricular activities.
* Preparing and maintaining records of student data.
* Preparing receipt voucher and payment voucher.
* Managing and developing non teaching staff.
* Daily cash book management.
* Preparing bank deposits, general ledger posting and statement.
* Providing accounting and clerical support to the accountant.
* Handled all other administrative tasks under the instructions of the management staff.

**Technical knowledge**

In depth knowledge of following packages

* MS Office (MS Excel, word, PowerPoint, Access, Outlook)
* Tally ERP 9
* Dac Easy
* Peachtree 2007
* Quick Books

**Educational Qualification**

* Post graduation in commerce from Bharathiar University, Tamil Nadu, India in 2014 with 80%
* Graduation in commerce from Calicut University, Kozhikode, Kerala, India in 2012 with 65%

**Personal Skills**

* Positive attitude.
* Sincere and honest.
* Hard working.
* Sound knowledge of Accounting.
* Ready to accept challenges.
* Dedication towards work.

**Personal Details**

Date of Birth - 30 March 1992

Gender - Female

Marital Status - Married

Reading Languages - English, Malayalam, Hindi, Tamil

Hobbies - Reading, Listening songs

Visa type - Husband Visa

**Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place: Dubai**

**Date:**

**Athira**