



Athira Raju

ACCOUNTANT CUM DATA ENTRY OPERATOR

Personal Details

Al Nahda 1
Dubai,
UAE
+971 582186581
athiraraju1687@gmail.com

DATE OF BIRTH

16/06/1993

NATIONALITY

INDIAN

Skills

Accounting

Data Entry

Office Management

Tally ERP - 9

GST

Office Automation

Communication Skills

Microsoft Office

Fast Learner

Ability to work in a team

Advance Analytical Thinking Skill

Ability to Multitask

Effective Time Management

Critical thinking and problem solving

Cooking

Saree draping

Customer Service

PROFESSIONAL SUMMARY

Accountant with over six years of diverse experience in data entry operations, accounting, office management, and data processing. Demonstrates proficiency in office automation and accounting software including Tally ERP - 9 and GST assistance. Leverages extensive expertise to enhance operational efficiency and accuracy in record-keeping, with a focus on delivering precise and timely results.

WORK EXPERIENCE

Accountant cum Data Entry Operator, Sadhana Padham Yoga & Tours, Vaikom

07/2024 - Present

- Responsible for managing accounting tasks and data entry operations efficiently
- Maintaining accurate and up-to-date financial records, including accounts receivable, accounts payable & general ledger
- Preparing final accounts such as profit and loss account, balance sheet
- Booking Flight, Train, Bus tickets
- Arranging travel and accommodation
- Entering data into MS Excel
- Handling emails & phone calls, whatsapp, etc.

Office in Charge cum Data Entry Operator, Xpressbees Courier Service, Thalayolaparambu

01/2022 - 01/2024

- Oversaw office operations and handled data entry tasks to ensure smooth workflow
- Scanned products as per various hub and data enter into spreadsheets
- Cash collected from delivery boys and accounted properly
- Entering financial data into accounting software
- Analysing financial data and providing insights to support business decisions

Data Entry Operator, CMFRI, Cochin

01/2016 - 01/2017

- Performed data entry tasks with a focus on accuracy and efficiency
- Entering data into computer systems and databases with high accuracy and attention to detail
- Verifying data for accuracy, completeness, and consistency
- Ensuring data confidentiality, integrity, and security in accordance with organizational policies.

Data Entry Operator cum Office Admin, Pushpa Travels, Thalayolaparambu

01/2014 - 01/2016

- Managed office administration and data entry operations to support business activities.
- Handling phone calls and emails properly
- Managing calendars, scheduling appointments, and coordinating meetings
- Managing organized filing systems physically
- Keeping accurate records such as customer information, meeting minutes and reports
- Ordering and managing office supplies
- Providing administrative support to colleagues and management

Languages

English

Malayalam

- Entering data into spreadsheet and software systems
- Scanning documents, printing, photocopy, etc.

Accountant, Jaihind Group, Cochin

01/2017 - 01/2018

- Handled accounting responsibilities and ensured accurate financial reporting.
- Enter purchase and sales invoices
- Prepare quotation for purchase
- Prepare receipts and payments voucher
- Follow-up accounts receivable and accounts payable
- Reconciliation of Bank statements
- Submitting reports to finance manager

Accounts Trainee, SBB Prabhu & Associates (CA Firm), Cochin

01/2016 - 01/2017

- Gained practical experience in accounting practices and financial management.
- Posting receipts and payments voucher
- Vouching the records of the clients
- Assisting Chartered Accountants for auditing
- Assisting preparation of audit report

Accountant, KSEB Contract Office, Cherthala

01/2013 - 01/2015

- Managed accounting functions and ensured compliance with financial regulations.
- Enter data into spreadsheet
- Prepare purchase quotation
- Maintain petty cash
- Calculating staff salaries and incentives

Education

B.Com (Co-operation), University of Kerala

01/2014

Plus Two (Commerce), Kerala Board of HSE

01/2010

SSLC, Kerala Board of Public Examinations

01/2008

Courses

GST Accounts Assistant, ASAP – ICM Thalayolaparambu

01/2021

Tally ERP - 9, Manvish Accounts, Aluva – NIT Cherthala

01/2013

Data Entry (English, Malayalam), NIT Cherthala

01/2014

Diploma in Office Automation, C - DIT - NIT Cherthala

01/2011