

ATHIRA P J



PHONE

971588653126



E-MAIL

athira.pozhamkandath@gmail.com



ADDRESS

Dubai, UAE

SKILLS

Hard Skills

Financial Reporting | Bookkeeping |
Accounts Payable | Accounts Receivable |
Bank Reconciliation | General Ledger |
Financial Analysis | Budgeting | Cash
Flow Management | GCC VAT | Audit
Support | Inventory Management |
Accounts Reconciliation | Data Entry |
Document Management

Soft Skills

Attention to Detail | Analytical Thinking |
Problem-Solving | Communication | Time
Management | Organizational Skills |
Adaptability | Critical Thinking

Technical Skills

Tally ERP 9 | Microsoft Excel | Microsoft
Word | Microsoft PowerPoint

ACADEMIC QUALIFICATION

Bachelor of Commerce - University of Calicut -
Mar 2018

Higher Secondary Education - Govt of Kerala -
March 2015

CERTIFICATIONS

Computerized Accounting - RSETI - Feb 2021
Professional Diploma in Accounting - State Resource
Centre - Feb 2020

LANGUAGES

English | Malayalam | Tamil | Hindi

PERSONAL INFORMATION

Gender : Female
Nationality : Indian
Visa status : Visiting visa
Expire Date : 08-July-2025

SUMMARY

Detail-oriented Accountant with 5+ years of experience in financial reporting, bookkeeping, accounts payable/receivable and bank reconciliations. Proven track record in managing financial transactions, preparing budgets and ensuring compliance with accounting standards. Skilled in ERP systems and Excel, with strong attention to detail and organizational skills to streamline financial operations and support business goals.

WORK EXPERIENCE

Senior Customer Relationship Executive
Royalmax Farmers and Producers Company Ltd,
Thrissur
Aug 2024 - Dec 2024

- Delivered comprehensive and accurate information about products and services to customers, ensuring clarity and addressing inquiries promptly.
- Handled customer complaints and inquiries with professionalism, ensuring timely resolution to enhance customer satisfaction.
- Monitored and documented customer interactions in the CRM system, ensuring accurate and up-to-date records for future reference.

Accountant/Admin
Minerva Academy, Thrissur
Nov 2021 - Oct 2023

- Maintained accurate and up-to-date financial records, including general ledger entries, journal entries, and reconciliation of accounts.
- Processed invoices, payments, and receipts while ensuring compliance with accounting standards.
- Monitored and managed accounts payable and accounts receivable to ensure timely processing of invoices and collections.
- Performed regular bank reconciliations to ensure accurate financial reporting.
- Oversaw daily office operations, ensuring smooth functioning of administrative tasks.
- Maintained office supplies inventory and coordinated with vendors for procurement.
- Accurately entered financial and administrative data into ERP systems or spreadsheets.
- Managed appointments, meetings, and deadlines for management and team members.
- Handled document filing, both digital and physical, ensuring confidentiality and accessibility.

Accounting Assistant
Riju and PSK Classes, Thrissur
Jun 2018 - Apr 2021

- Ensured accurate and up-to-date recording of all financial transactions in accordance with accounting standards and company policies. Handled day-to-day financial transactions, including accounts payable and receivable, ensuring timely and accurate processing of invoices, payments, and receipts.
- Supported the preparation of annual budgets, monitored budget performance, and assisted with financial forecasting to ensure alignment with business goals.
- Reviewed and reconciled financial statements to ensure accuracy, completeness, and compliance with accounting principles and regulations.
- Attended to daily accounting requirements and provided regular reports to management regarding financial activities, variances, and performance metrics.
- Prepared monthly financial reports, including balance sheets, profit and loss statements, and cash flow statements for management review.
- Managed the issuance, receipt, and tracking of invoices, ensuring timely processing and resolution of discrepancies in billing and payments.