

# ATHIRA K

## Junior Accountant

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📍 Dubai, UAE



### SUMMARY

Detail oriented and highly flexible administrative Professional with 1 year of experience in Human resources with experience managing employee benefits, employee hiring, accounts, onboarding, operations and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Sensitive to employee concerns and possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. Looking for opportunities in the field of Accounting

### EXPERIENCE

#### HR Coordinator

##### SixSigma SoftSolutions Pvt Ltd

📅 01/2022 - 06/2023    📍 Bangalore

- Manage the company's employee database.
- Assist in all HR-related requests and inquiries.
- Involved the hiring process by identifying top candidates, conducting reference checks, and preparing employment contracts.
- Assist with payroll and benefit tasks, including claim resolutions and payment invoice approvals.
- Managed calendars for the entire HR team, Schedule HR events, meetings, and interviews.
- Developed job responsibilities, shortlisting, interviewing and selecting candidates, preparing personal files of colleagues.
- Maintained and organized HR files.
- Arranged meetings and maintaining calendars.
- Provided clerical and administrative support to HR Manager.
- Administered and processed new hire paperwork and provide orientation of new employees.
- Maintained and processed complete HR and employee records.

### EDUCATION

#### MBA (HR and Production & Operation Management)

##### Sambhram Academy of Management Studies

📅 2019 - 2021    📍 Bangalore

#### Bachelor in Business Administration

##### Kannur University

📅 2016 - 2019    📍 Kasaragod, Kerala

### CERTIFICATION

#### Professional Gulf Accountant (PGA)

G-Tec Computer Education

#### Special coaching in healthcare management

Sambhram Academy of Management Studies

### REFERENCES

Provided upon request

### STRENGTHS



#### Problem-solving

Resolved complex customer issues by collaborating with cross-functional teams and implementing innovative solutions.



#### Detail Oriented

Accurate and thorough in task execution, ensuring high quality outcomes.



#### Flexible

Adaptable to changes and capable of handling different types of tasks.



#### Effective Communicator

Skilled in conveying information clearly and concisely, fostering strong professional relationships.



#### Organized Team Member

Systematic in approach, reliable and able to maintain an orderly work environment.

### SKILLS

Active Listening

Negotiation

Time Management

Networking

Communication

Problem-solving

Manual Accounting

Tally

Quickbooks

Peachtree

GCC VAT

Advanced Excel

Recruiting

### LANGUAGES

English

Native ●●●●●

Malayalam

Native ●●●●●

Tamil

Advanced ●●●●●

Hindi

Intermediate ●●●●●