

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 and 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 ●●●●●