



Athira Unni

CONTACT

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📍 Al Nahda 2 , Dubai

PERSONAL DETAILS

Date of Birth : 24/04/1999

Marital Status : Single

Nationality : Indian

Passport : B8220537

Gender : Female

Visa Status : Visit Visa

SKILLS

Communication Skill. •Time Management •Problem Solving
•Result Oriented •Leadership
•Adaptability •Power BI •Ms Office

100%

ACHIEVEMENTS & AWARDS

•Best Employee of the month Award
•Junior Red Cross Member •Sports
•Arts

LANGUAGES

•English. •Malayalam. •Hindi. •Tamil

OBJECTIVE

Graduate with a specialization in Mathematics having one year of banking experience in the India. Skilled in financial management, product knowledge, communication, customer service, negotiation, critical thinking, attention to detail, technology skills, professionalism, and ethics with a strong commitment to enhancing organizational performance. Eager to leverage my knowledge and contribute to an organization's success in a dynamic Accountant /HR/Admin role.

EXPERIENCE

•**Relationship Manager and Cashier** 12/2022 -
•ICICI Bank ,Kodimatha , Kottayam 01/2024

•Provides entry-level accounting services including entering cash receipts, cheque , balancing cash drawers, and preparing bank deposits.Assisting customers with questions and other needs ,document management (scanning), answering phones, sales and directing walk-in traffic.

Assisted with audits and other financial projects as needed, ensuring compliance with regulatory requirements.

•Managed all financial transactions, including accounts payable, accounts receivable, and payroll processing.

•Prepared and maintained accurate financial records, ensuring compliance with accounting principles and regulations.

•Conducted month-end and year-end closing procedures, reconciling bank statements and general ledger accounts.

•Collaborated with internal teams to optimize financial processes and improve efficiency .

EDUCATION

Bsc Mathematics 2022
Kerala University

Computer Science 2017
TD Higher Secondary School , Thuravoor , Alappuzha

SSLC 2015
St.Mary's GHS Cherthala

