

# CURRICULUM VITAE

## ATHIRA DEV

Mobile +971588560619

Email: [athiradev2023@gmail.com](mailto:athiradev2023@gmail.com)



### Objective

To work & enhance my knowledge within a reputed organization

### PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am excellent in working with others to achieve a certain objective on time and with excellence. I am currently looking for an opportunity to utilize my skills in a challenging working environment and become a valuable asset to the organization that I work for

### EDUCATION

- *Post Graduate Diploma (2023 – in progress)*  
*PG Diploma in Food safety and Quality Management*
- *Bachelor Degree (August 2009 until April 2012)*  
*Bachelor Degree (BSc Zoology)*
- *Cooperative Management (July 2012 to July 2013)*  
*Higher Diploma in Cooperative Management*
- *Higher Secondary Education: (July 2007 to June 2009)*  
*Plus 2 (science)*
- *High School Education (2007)*  
*Secondary School Leaving Certificate*

### Certifications

- HACCAP Level 3 Certification (2024 – Highfield)
- Food Safety Level 4 Certification (in progress)

### Job Experience

- **Office Coordinator** (SIP International - Franchise - Kerala India)

01<sup>st</sup> November 2022 to 20<sup>th</sup> January 2024 SIP ABACUS is a franchise of the international SIP training institute. SIP ABACUS is a skill development program designed to develop soft skills, numerical intelligence and overall intelligence.

### **JOB SUMMARY**

- *Inspect and ensure the safety and security of people within the institute*
- *Inspect and ensure the hygiene and cleanliness of the institute*
- *Coordinate with all parents over 200 students*
- *Establish communication regularly with parents*
- *Schedule appointments and meet principals in various schools*
- *Introduce new activities / further develop activities in various schools*
- *Coordinate SIP international exam for students*
- *Organize and execute the activities within the organization*
- *Scheduling the teachers' roster and coordination*
- *Substitute a class in case of the absence of a teacher*
- *Organize external meetings and events for the institute*
- *Providing daily updates to franchise owners and higher officials*

### **PERSONAL DETAILS**

- |                   |                               |
|-------------------|-------------------------------|
| ○ Nationality     | Indian                        |
| ○ Date of Birth   | 31 <sup>st</sup> August 1990  |
| ○ Passport Number | B 9367614                     |
| ○ Passport Expiry | 10 <sup>th</sup> January 2034 |
| ○ Place of Issue  | Trivandrum                    |
| ○ Marital Status  | Married                       |
| ○ Visa status     | visit visa                    |

### **LANGUAGES KNOWN**

- |             |        |
|-------------|--------|
| ○ English   | Fluent |
| ○ Malayalam | Native |

### **DECLARATION**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Date:

Place:

**Athira Dev**