



ATHIRA A K

Like to work as a service staff where i can utilize my skills and abilities.

Information

Date of Birth

1 May 1999 (24 years)

Address

670703, India , Kerala , Kannur , Thadathil house Edakkanam, Iritty, kannur

Contact Details

Phone

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Email

athiraak3677@gmail.com

Languages

English



Hindi



Malayalam



Tamil



About

Dedicated professional with a background in data entry, customer service, and counseling. Currently serving as an Assistant Data Entry Operator at SIB Operations and Services Limited, a subsidiary of South Indian Bank. Previous roles include Customer Service Executive at ESAF Swasraya . Proficient in TALLY WITH GST, certified by the Central Government. Holds a Bachelor's degree in Economics and completed a 520-hour Certificate Course in Stewardship through ASAP. diverse skill set for the role of Sales in the Credit Card section.

Experience

Aug 2021 - Aug 2022 (1 year)

ESAF SWASRAYA MULTI - STATE AGRO COOPERATIVE SOCIETY LTD, Kanichar kannur

CSE Customer Service Executive

Handles client interactions, assists with loan applications, ensures documentation completeness, and addresses customer queries regarding group loans. Play a crucial role in maintaining positive customer relations while adhering to the bank's policies and procedures.

Feb 2021 - Jul 2021 (5 months)

GLOBAL AQUA MINERALS , Iritty

Office cum billing

Billing
Inventory Management
Expense Management
Financial Reporting
Day book maintaining

Nov 2019 - Mar 2020 (4 months)

EXECUTIVE CAR clinic, IRITTY, kannur, kerala

CRE Customer Relation Executive

Communication
Customer Satisfaction
Service Explanation
Appointment Coordination
Feedback Collection
Documentation
Problem Resolution

Invalid Date - Present ()
SIB Operations and Services Ltd (SIBOSL) -
The Wholly owned Non-Financial Subsidiary
Company of The South Indian Bank Ltd., ,
Rajagiri Valley, Kakkanad, Kochi.

ADEO Assistant Data Entry Operations

- *Assist / Initiate procces to facilitate data entry operations and other related works
- *Compiling business leads for various verticals
- * Facilitating documents upload for processing
- *verifying accuracy and sorting information to facilitate data entry

Education

2022 - Present
IGNOU Open university

Master Degree
Social Work

2016 - 2019
Kannur university

Bachelor's degree
Economics

Skills

Effective communication

Leadership skill

Negotiation Skills

Customer Relationship Management

Product Knowledge

Certificates & Trainings

Certificate course in steward

ASAP KERALA offered by LABOURNET SERVICES INDIA PVT LTD • Oct 2016

NSS certificate

Kannur university vice chancellor • Jun 2019

ATIONAL SERVICE SCHEME SOUTH ZONE PRE-REPUBLIC DAY PARADE CAMP 2017

MINISTRY OF YOUTH AFFAIRS & SPORTS NSS REGIONAL DIRECTORATE, THIRUVANANTHAPURAM ICE SCH SERVC
Educetien -En • Nov 2017

Accounts Assistant using Tally (ICT701)

Ministry of housing and urban affairs government of India • Nov 2019

Hobbies

TRAVELLING, COOKING, GARDEING, CHARITY

References

South indian bank

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