

ATHIRA C.K

COCHIN, KERALA

MOBILE: 9947263968

E MAIL: athirackathu@gmail.com

CAREER OBJECTIVE

Looking for a challenging opportunity for growth & advancement in leading edged and to utilize my knowledge, strength and experience towards the betterment of the organization and my overall skills. I want to use my knowledge and skills at most to fulfill organization's goal and objective.

ACADEMIC QUALIFICATIONS

COURSE	YEAR	INSITUTE	MAJOR SPECIALISATION	PERCENTAGE
M.A	2016	ST.PAULS COLLEGE, KALAMASSERY	ECONOMICS	85%
B.A	2014	COCHIN COLLEGE, COCHIN	ECONOMICS	77%
HIGHER SECONDARY	2011	S.D.P.Y.H.SS, PALLURUTHY	HUMANITIES	74%
SSLC	2009	SRI GUJARATHI VIDHYALAYA H.S.S, MATTANCHERRY	KERALA SYLLABUS	70%

WORK EXPERIENCE:

❖ **K.C SHARMA & CO., COCHIN. (2016-2018)**

DESIGNATION: Administrative Assistant

- Doing documentation work related with Export, Import, Empty Container Inspection, Stuffing & De-stuffing Survey.
- Type documents such as reports, correspondence, drafts, and emails, for management.
- Process journal entries and perform corrections to ensure accurate records.

- ❖ working in Aroma Surveyors & Loss Assessors Cochin, as an office assistant from January 2018.
- ❖ Presently Working as processing Executive in Integrated Data Management Services Pvt Ltd form 2019-2023

COMPUTER KNOWLEDGE

- Knowledge in M.S OFFICE, (MS EXCEL)
- Diploma in Financial Accounting (DIFA)

STRENGTHS:

- To work to the maximum of my capacity utilizing all my skills, abilities and attitude.
- Ability to accept challenges and enjoys taking responsibilities.
- Passion for quality, speed and learning.

PERSONAL DETAILS

- Age / Date of Birth : 26, 07.09.1993
- Sex : Female
- Father's Name : Kunjumon K.B
- Marital Status : Married
- Spouse : Rajesh. P.G
- Languages Known : English, Malayalam
- Address : Choolazath Parambu, West Karuvelipady Cochin05.
PIN-682005
- Contact Details : 9947263968,9995228150.

DECLARATION:

I have prepared this resume in favour of getting a job in your prestigious Institution. I have declare that all the above information about me, mentioned in this resume is true and valid up to the best of my Knowledge.

ATHIRA C.K