

# ATHIRA K R

KOLATTU HOUSE NADUTHURUTHI ROAD NEAR KAMOTH  
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## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EDUCATION

- **The cochin college**  
2018  
Master of Commerce  
75%
- **St. Albert's college**  
2016  
Bachelor of Commerce  
90%
- **GGHSS, South, ekm**  
2013  
Higher secondary  
96%
- **VHSS Panangad**  
2011  
SSLC  
99%

## EXPERIENCE

- **The cochin corporation**  
-  
Data entry operator
  1. Collecting the details of various divisions.
  2. Analysing and classifying the collected data.
  3. Divide it into various segments and store in excel.
  4. Make calculations on tax deduction.
  5. Worked at a duration of 6 months.
- **The social audit unit, Kerala.**  
-  
Village resources person
  1. Worked at elankunnapuzha panchayat as a social auditor for one and half year on contract basis.
  2. Collecting data from files and proper records.
  3. Analysing it and record it in different applications.
  4. Based on the data prepare weekly and monthly reports.
  5. Send the final reports to concerned authorities.

## SKILLS

- \* Team building \* To handle Ms office, word and excel at a beginner level. \* Interpersonal skills.

## **INTERESTS**

- Photography
- Pets
- Paper crafts

## **STRENGTH**

- 1. Optimistic
- 2. Adapt to change in different situations.
- 3. Continuous learner.

## **WEAKNESS**

- 1. Little bit sensitive
- 2. Perfectionism.

## **DECLARATION**

- I here by declare that all the above mentioned details are true and correct in my knowledge and belief.