

ATHIRA M S

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📍 MEPPALLY HOUSE, PALLURUTHY P
O, PAI ROAD, KOCHIN-
6, ERNAKULAM, KERALA,



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

21st May -
15th
November

District Covid Treatment Centre (under NATIONAL HEALTH MISSION) HOSPITAL SOCIAL WORKER

- Counseling patients who have psychological, emotional and adjustment difficulties in coping with the pandemic situation.
- Communicating with the bystanders of patients about the condition of patients
- Updating daily progress of DCTC patients in the official website and daily bulletin creation.

October
2020 -
February
2021

NAIK ASSOCIATES KOCHI TAX CONSULTANT

- Modified a comprehensive financial reporting package to reflect growing organizational complexity.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Generated financial statements and facilitated account closing procedures each month.

2020
AUGUST -
2020
SEPTEMBER

CFLTC, PALLIRUTHY (under NHM) DATA ENTRY OPERATOR

- Daily Covid-19 patients case reporting in the corona safe site
- Reports of patients discharge summary
- Attendance checking of doctors and nurses and mailed to NHM

FEB 2020 -
JULY 2020

MAX LIFE INSURANCE Assistant Agency Development Manager

- Recruitment of team development

July 2019 -
Jan 2020

SBI (Credit Cards)

Branch Relationship Executive

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Solicit sales of new or additional services or products.
- Activation of new credit card to customers.
- Canvassing new credit card customer.
- Solve the queries of the customers regarding the products.

April 2018 -
September
2018

INTERCOP SYSTEM AND SERVICES

ACCOUNTANT

- Modified a comprehensive financial reporting package to reflect growing organizational complexity.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Generated financial statements and facilitated account closing procedures each month.

March 2017
- March
2018

NAIK ASSOCIATES

Tax Consultant Trainee

- Preparing bank reconciliation statements.
- Purchase and sales bill entering
- GST files checking
- Auditing support
- NIL returns
- Arrange for debt repayment or establish repayment schedules, based on customers' financial situations.
- Record information about financial status of customers and status of collection efforts.

EDUCATION

2021

IGNOU

MSW

2017

St. Theresa's College, Kochi

B. Com

2014

S.D.P.Y.H.S.SCHOOL, Kochi

12th Grade

SKILLS

- Leadership Skills

- Documentation Skills
- Communication Skills
- Coordination Skills

LANGUAGE

- ENGLISH
- MALAYALAM

ACTIVITIES

- Dress Designing
- Home Baking

PERSONAL DETAILS

- Date of Birth : 24/12/1996
- Marital Status : SINGLE
- Nationality : INDIAN

REFERENCE

- **Dr. Cyril G Cheriyan - "District Covid Treatment Centre"**
Nodal Officer
Contact : Available on Request

DECLARATION

- I hereby declare that the above furnished information's are true to the best of my knowledge and belief to survive and succeed they have a solitary option to prepare in advance.

Place: Kochi

Yours Sincerely

Athira MS

Date: