

RESUME

ATHIRA R

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OBJECTIVE

To obtain a position in the company, allowing me to utilize my skills for the development of the organisation while gaining valuable work experience in a team oriented environment.

WORK EXPERIENCE

Accounts and Admin Manager- 04/2021- 07/2022

Blitz Academy Pvt Ltd, Opposite North Railway Station, Ernakulam, Kerala

❖ **KEY RESPONSIBILITIES AND DUTIES**

- Prepare and report financial statements in compliance
- Direct the audit and tax preparation process each month GST and TDS.
- Develop, implement, and maintain effective accounting policies and procedures.
- Reconciliation of bank accounts, gross potential rents and other payments regarding the organization.
- Remain as a primary liaison for various internal departments for general queries and policy related questions.
- Calculation and compliance of management and bookkeeping fees and fees collection from students.
- Support the team in interviewing, hiring, and training Accountants; planning, assigning and directing work; addressing complaints and resolving problems.
- Supervisory responsibilities in accordance with client policies and applicable laws.
- Salary and incentive calculations of the employees in the organization.
- Maintains and records all the books and documents regarding admissions and certification process in the organization.

Business Development Associate – 01/2019 to 07/2019

Freshersworld.com, Tripunithura, Ernakulam, Kerala

❖ KEY RESPONSIBILITIES AND DUTIES

- Willing to familiarize yourself with the company's vision and mission, seeking to accomplish set goals and objectives.
- Conducting market research and identifying potential clients.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Collating and maintaining client information in the CRM database.
- Working closely with staff across departments to implement growth strategies.
- Developing and implementing sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
- Identify new business opportunities and partners.
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.

EDUCATIONAL QUALIFICATION

EXAM/DEGREE	YEAR	NAME OF THE SCHOOL/ INSTITUTION	UNIVERSITY/ BOARD	PERCENTAGE
BCOM(TAXATION & FINANCE)	2018	AMRITA SCHOOL OF ARTS AND SCIENCES	AMRITA VISHWA VIDYAPEETHAM UNIVERSITY	73
CLASS XII	2015	SBOA PUBLIC [Sr. Sec] SCHOOL	CBSE	79
CLASS X	2013	SBOA PUBLIC [Sr. Sec] SCHOOL	CBSE	76

COMPUTER SKILLS

- Tally.ERP 9 (Version 5.3.1)
- MS Word
- MS Office
- MS PowerPoint
- MS Excel

PAPER PRESENTATION

- A presentation on ‘Consumer preferences of Mobility Service Providers (MSPs) with special reference to Uber at Kochi- A Study’ was presented at an international conference on ‘Transformation of Economy through Digitalization Management Perspectives’ organized by the Department of Commerce and Management of Amrita School of Arts and Sciences, Kochi in 2018.

PROJECT

- A project on ‘Consumer preferences of Mobility Service Providers (MSPs) with special reference to Uber at Kochi- A Study’ was done.

ACHIEVEMENTS

- Won prizes for fancy dress competition conducted at SBOA School
- Won prizes for English elocution competition conducted at SBOA School.
- Won prizes for Hindi recitation competition conducted at SBOA School.
- Won prizes for Malayalam recitation competition conducted at SBOA School.

LANGUAGE KNOWN

LANGUAGE	READ	WRITE	SPEAK
ENGLISH	EXCELLENT	EXCELLENT	EXCELLENT
MALAYALAM	EXCELLENT	EXCELLENT	EXCELLENT
HINDI	GOOD	GOOD	GOOD

PERSONAL INFORMATION

Date of birth : 11th August 1997
Gender : Female
Marital status : Married
Nationality : Indian
Personal address : AKHIL NIVAS (H)
MURIYAMANGALAM
MAMALA P.O
ERNAKULAM
Pin 682305

DECLARATION

I hereby declare that all the information provided above is accurate to the best of my knowledge.

Date:

Place: Muriyamangalam