



ATHIRA P.A  
THEKKEMADAM STREET  
ANAVATHIL MATTANCHERRY  
KOCHI : 682002  
PH : +918891186414  
Email : athiraajayan94@gmail.com

## CAREER OBJECTIVE

Enthusiastically work for an organization for its development and enhance my own skills and knowledge

## EDUCATIONAL QUALIFICATION

Course	Institution	Percentage
BBA	SIENA COLLEGE OF PROFESSIONAL STUDIES ( MG UNIVERSITY )	2.38 (CGPA)
Senior Secondary	SDPY GHSS (STATE)	72
Secondary	SDPY GHS ( SCERT Kerala)	85

## WORK EXPERIENCE

- Company** : DIGITAL HOME SOLUTION  
**Designation** : ASSISTANT ACCOUNTANT
- Company** : DHANLAXMI BANK PVT LTD  
From 14-06-2019 to 10-01-2022  
**Designation** : Agency Staff

## JOB RESPONSIBILITIES

- Accounts payable / bookkeeping clerk,
- Invoices /Expense Reports/ Payment Transaction,
- Preparing bank reconciliation reports
- Handling cash and currency
- Customer handling

## HOBBIES

- Watching movies
- Listening to music
- Reading books

## PERSONAL DETAILS

Father's Name : Ajayan P.N  
Date of Birth : 14<sup>th</sup> MAY 1994  
Marital Status : Married  
Husband's Name : Krishnan N  
Gender : Female  
Nationality : Indian  
Language Known : English (Read, Write, Speak)  
Malayalam (Read, Write, Speak)  
Tamil ( Speak)  
Permanent Address : Thekkemadam street Anavathil  
Mattancherry Post, Kochi-682002  
Phone No. : +918891186414

## DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and that I will be held responsible for any deviation from them at a later stage.

Date :

Place :

ATHIRA P.A