



ATHIRA K BABU

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

SKILLS

- Data entry
- System handling
- Telecalling
- Back office work

LANGUAGE

- Malayalam
- English

EXPERIENCE

Madura Micro Finance Ltd

Clerk

Duration : **Oct 2019 - Jan 2021**

Responsibilities

- Register Maintenance
- System handling
- Cash maintenance
- Customer Handling
- Loan Disbursement Process
- Data entry
- Tele calling

ICICI BANK LTD

Credit Operations Associate

Duration : **jun 2022 - still working**

Responsibilities

- Data entry
- Disbursement Process
- Back office work
- Email checking

EDUCATION

Mahatma Gandhi University

BA. Sociology

Passing Year - **2019**

Grades : **C**

Kerala board of higher secondary education

Plus Two

Passing Year - **2013**

Grades : **60%**

Kerala board of public education

SSLC

Passing Year - **2010**

Grades : **60%**