



## ATHIRA S

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### OBJECTIVE

Dedicated, well-organized, and proactive accounting professional of comprehensive experience in financial management and office administration. Skilled in a range of tasks including record-keeping, handling routine correspondence, managing order forms and invoice reconciliation, conducting timely trade operations, and maintaining corporate accounts. Adept at monitoring financial performance and making informed decisions in currency trading. I am seeking a dynamic career opportunity that leverages my expertise in financial analysis and market trends.

I aim to utilize my skills to recommend competitive foreign exchange rates and significantly contribute to the financial strength and growth of the organization and, thereby, myself.

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### EXPERIENCE

✓ **LANDMARK GROUP MAX FASHION**  
**CASHIER**

Jan 2022 - March 2024

Handle cash, credit, or check transactions with customers

Scan goods and collect payments

Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change

Make sales referrals, cross-sell products, and introduce new ones

Resolve customer complaints, guide them, and provide relevant information

Greet customers when entering or leaving establishment

Process returns and check to see if items are damaged

Answer customers' questions and get a manager if answer doesn't solve the issue

✓ **LANDMARK GROUP MAX FASHION**  
**CUSTOMER RELATIONSHIP EXECUTIVE**

Feb 2021 - Jan 2022

Building and maintaining profitable relationships with key customers.

Overseeing the relationship with customers handled by your team.

Resolving customer complaints quickly and efficiently.

Keeping customers updated on the latest products in order to increase sales.

Expanding the customer base by upselling and cross-selling.

Understanding key customer individual needs and addressing these.

Knowing your competition and strategizing accordingly.

✓ **J.K TRADERS CERA STYLE GALARY**  
**ASSISTANT ACCOUNTANT**

June 2019 - May 2020

Assisted preparing financial statements including balance sheets, and cash flow statements.

Managed accounts payable and accounts receivable processes, ensuring accurate and timely recording of transactions.

Preparing Day Book

Supported senior accounting staff in ad hoc financial analysis and reporting tasks as needed

Conducting customer satisfaction surveys to understand what areas of the company's services need improvements.

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## EDUCATION

✓ CHETHANA INTEGRATED DEVELOPMENT SOCIETY	2020 - 2021
Certificate in Account's Executive	
✓ UNIVERSITY OF KERALA	2016 - 2019
B.Com	
✓ KERALA HIGHER SECONDARY SCHOOL	2014 - 2016
Commerce	

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## SKILLS

Have a good knowledge in Tally ERP 9

Proficiency in MS word

Proficiency in MS office suite

Good communication skills, logical thinking  
ability, document skill, goal orientation

Ability to work on large and multi - disciplinary teams.

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## INTERESTS

Reading

Seeking New Knowledge

Charity / fundraising

Environmental work

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## LANGUAGE

English

Malayalam

Hindi

Tamil

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## ADDITIONAL INFORMATION