



ATHULYA A

CONTACT ME

📞 +971 547353944
✉️ athulyaa147@gmail.com
📍 United Arab Emirates

PERSONAL INFO

Nationality : Indian
Date of Birth : 28/01/1995
Passport No. : X9594391
Date of Expiry : 12/06/2033

EDUCATION

- ♦ **Master of Commerce (M.Com)**
MG University, Kerala, India | 2019
- ♦ **Bachelor of Commerce (B.Com)**
University of Kerala, India | 2015

KEY SKILLS

- Financial Reporting
- Accounts Payable & Receivable
- Cashbook Maintenance
- Account Follow-up
- Bank Reconciliation
- Audit Support
- Sales Coordination
- Client Interaction
- Quotation Preparation
- Administrative Support
- Documentation & Reporting
- Operational Management
- Calendar Management
- Customer Service Excellence

SOFTWARE PROFICIENCY

- Tally ERP 9
- MS Office
Word | Excel | PowerPoint

PROFILE SUMMARY

Dedicated finance professional with **4 years** of experience in financial operations and administrative support. Skilled in sales coordination, client interaction and quotation preparation. Proven track record in enhancing efficiency, managing accounts and delivering excellent customer service. Adept at handling financial records, office coordination and supporting diverse teams. Eager to leverage skills for organizational growth and drive business success.

WORK EXPERIENCE

- ♦ **Sales Coordinator cum Admin** Feb 2023 - Jun 2024
Dreamsoft Integrated Marketing Agency, Kerala, India

Duties and Responsibilities

- Coordinate and manage sales activities to ensure timely and accurate execution.
- Provide administrative support including scheduling meetings, handling correspondence and maintaining records.
- Prepare and maintain sales quotations and proposals, ensuring accuracy and adherence to client specifications.
- Process and track sales orders from initiation to delivery, ensuring smooth operations and customer satisfaction.
- Assist in the development and implementation of sales strategies and marketing campaigns.
- Manage and update client databases and sales tracking systems.
- Organize and maintain office supplies and equipment inventory.
- Handle invoicing and follow up on payments and account receivables.
- Support the administrative team with general office tasks as needed.

- ♦ **Operation Executive** Jul 2020 - Aug 2022
Gosree Finance Ltd, Kerala, India

Duties and Responsibilities

- Managed day-to-day operations, ensuring seamless workflow and operational efficiency.
- Coordinated with various departments to streamline processes and improve service delivery.
- Prepared and maintained financial records, including ledgers, invoices and receipts.
- Conducted regular audits to ensure accuracy and compliance with financial regulations.
- Processed accounts payable and receivable, ensuring timely and accurate payments.

SOFT SKILLS

- Communication
- Leadership
- Teamwork
- Critical Thinking
- Time Management
- Decision Making
- Problem Solving
- Attention to Detail

STRENGTHS & QUALITIES

- Diligence in ensuring accuracy and quality in work.
- Patience when dealing with others.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

LANGUAGES

- English
- Hindi
- Malayalam

- Assisted in the preparation of financial statements, budgets, and reports.
- Handled customer inquiries and resolved issues promptly, maintaining high levels of customer satisfaction.
- Provided training and support to staff, enhancing team performance and productivity.

◆ Office Assistant

Feb 2019 - Aug 2019

NIER, Adoor, Kerala, India

Duties and Responsibilities

- Performed general administrative duties, including filing, data entry and document management.
- Greeted visitors and handled incoming calls, directing them to appropriate personnel.
- Assisted in the preparation and distribution of correspondence, reports and other documents.
- Coordinated meetings and appointments, ensuring efficient scheduling and time management.
- Managed office supplies inventory, placing orders and maintaining stock levels.
- Maintained organized filing systems and managed document retrieval.
- Supported the team with various tasks, contributing to the smooth functioning of office operations.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

ATHULYA A