

## Athira M

Contact Number: +971567160796 | Email: athiram242@gmail.com | Nationality: Indian

Location: Sharjah , UAE

### Professional Summary

Dedicated Administrative Professional with over 2 years of experience in managing daily accounting activities, coordinating operations, and maintaining detailed records. Proficient in financial software such as Tally, QuickBooks, and Peachtree, with strong organizational and interpersonal skills.

### Employment History

Assistant Administrative Officer | Snehatheeram Dialysis Center, Kerala

January 2019 – August 2021

- Managed daily accounting activities and maintained accurate computerized records.
- Oversaw stock registers and ensured inventory accuracy.
- Acted as a liaison between staff and management to enhance communication.
- Prepared and updated patient records, ensuring data integrity.
- Provided comprehensive administrative support and handled front desk reception.

### Education

Master of Commerce | IGNOU University

Postgraduate Diploma in International Business Operations | IGNOU University

Bachelor of Commerce (Accountancy) | IGNOU University

Higher Secondary Certificate (Plus Two) | Kerala Board of Higher Secondary Examination

Secondary School Leaving Certificate (SSLC) | Kerala Board of Public Examination

### Skills

Technical Skills:

- Advanced Diploma in Computerized Financial Accounting (Tally, Peachtree, QuickBooks)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Expertise in Manual and Computerized Accounting Systems

Languages:

- English (Fluent)
- Hindi (Proficient)
- Malayalam (Native)