



Mobile

+971 54 374 5507

Email

dasathira923@gmail.com

Address

Al Karama, Dubai, UAE

EDUCATION

- **M.COM**
M.G University, Idukki, Kerala, India.

COMPUTER SKILLS

- Word
- Excel
- Tally

SKILLS

- Customer service orientation
- Communication skills
- Data Entry
- Computer Proficiency
- Attention to details
- Problem Solving skills
- Adaptability
- Teamwork

PERSONAL INFO

- Date of Birth : 19-12-1994
- Nationality : Indian
- Marital Status : Single
- Visa status : Employment
- Passport no : V6812638
- Expiry : 30-01-2032

LANGUAGES

- English
- Hindi
- Malayalam

ATHIRA DAS

Accountant Assistant

CAREER OBJECTIVE

To leverage my strong analytical skills and meticulous attention to detail in a dynamic accounting environment as an accountant assistant. Seeking an opportunity to support financial operations, enhance efficiency, and contribute to the success of the organization while gaining valuable experience and furthering my career in accounting.

WORK EXPERIENCE

ACCOUNTANT ASSISTANT

Mar 2022 - Mar 2024

Cairo Starship Changers.

- ✓ Preparing accounts and tax returns.
- ✓ Auditing financial information.
- ✓ Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- ✓ Analyzing business plans.
- ✓ Providing tax planning services based on current legislation.
- ✓ Financial forecasting and risk analysis.
- ✓ Dealing with insolvency situations.
- ✓ Negotiating the terms of business deals with clients.
- ✓ Meeting and interviewing clients.
- ✓ Managing colleagues.

ASSISTANT MANAGER

Apr 2021 - Jan 2022

Axis Bank, Kerala, India.

- ✓ Processing deposits.
- ✓ Authorizing loans and overdraft facilities.
- ✓ Financial data management.
- ✓ Handling client queries and complaints.
- ✓ Open and close customer accounts.
- ✓ Overseeing atm deposits and withdrawals.
- ✓ Approach and sign on new customers.
- ✓ Build strong relationships with customers.
- ✓ Customer service.
- ✓ Dealing with complaints.
- ✓ Make sales referrals.
- ✓ Manage risk in every transaction.

FINANCIAL ASSOCIATE

2019 - 2021

Infopark, Kerala, India.

- ✓ Preparing budgets and financial reports.
- ✓ Approving purchases.
- ✓ Managing accounting records.
- ✓ Preparing payroll documents.
- ✓ Offering advice on fiscal procedures.
- ✓ Assisting with audits, reviews and tax preparation.
- ✓ Identifying and advising on new investment opportunities.
- ✓ Advising managers and internal departments.
- ✓ Implementing procedures to improve financial and business processes.
- ✓ Documenting financial processes.

DECLARATION

I hereby declare that the above statements are true and correct as best of my knowledge and belief, I hope that above written will suit to your requirement.