

**NAME: Athira Unnikrishnan**

Positions applying for : **Finance, Operation, Administration**

Mobile: **0565817370**

Current Location: **Dubai**

Email: [athiraunnikrishnan2018@gmail.com](mailto:athiraunnikrishnan2018@gmail.com)

---

## **EDUCATION**

- ❖ **M.B.A. (Finance & Marketing)** – 2017,  
M.G. University, India
- ❖ **B.Com (Computer Application)** – 2015,  
M.G. University, India

## **CERTIFICATIONS/ ACHIEVEMENTS**

- Cleared IELTS Academic module examination conducted by British Council on November 2018.
- Successfully completed internship certification in financial services with finance and marketing specialization during the period from 21-06-2017 to 02-08-2017.
- Successfully completed the “Technical training” in financial services industry at Hedge school of applied economics, Ernakulum during the period of 8th may 2017 to 12th June 2017.
- Participated in KAIROZ 2K17, the national level management fest conducted by department of management studies, believers church Carmel Engineering College, Ranni- Perunad on 4th march 2017.
- Participated in the KMA management student's convention 2016 held at Gokulam Convention Center, Kochi on 5th November 2016.
- Done a certification course by 'Finmark' (leader in financial market education) on November 2016.
- Participated in BMT at BERCHNOVA agrani 2016 organized by Berchmans institute of management studies, St Berchmans college, autonomous, Changanacherry on 30th September and 1st October 2016.

## **PROFILE**

Seeking an opportunity with a growing and dynamic organization where I can further develop my skills, continue to advance in my career and be able to contribute to the growth and success of the organization with 1+ years **of professional experience as Finance Associate in India**. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

## **WORK EXPERIENCE**

- ❖ **PAM SERVE TECHNICAL LLC, Dubai From Jul 2019 to Present Designation: Administration Assistant**

### **Major Job Responsibilities:**

- ❖ Preparing quotation for clients, follow up quotation from suppliers & preparing purchase order.
- ❖ Customer Handling/Service
- ❖ Fixing appointment with HNI clients
- ❖ Service Providing
- ❖ Answer and direct phone calls
- ❖ Order office supplies and research new deals and suppliers
- ❖ Organize and schedule appointments
- ❖ Maintain contact lists
- ❖ Introducing our products in a systematic way
- ❖ Soliciting and Obtaining new clients
- ❖ Proper Documentation
- ❖ Making different reports to the higher level
- ❖ Generating Invoice and LPO
- ❖ Perform data entry and scan documents
- ❖ Coordinate office activities and operations to secure efficiency
- ❖ **Hedge Equities Ltd., India From Jul 2017 to Oct 2018**  
**Designation: Finance Associate**

### **Major Job Responsibilities:**

- Portfolio Analysis.
- Equity and Debt market Analysis.
- Meeting customer requirements and expectations.

- Client Engagements and operational activities.
- Keen analysis of customer's portfolio and make structural changes whenever needed.
- Pitching of products

## **SOFTWARE SKILLS**

- MS Office ( MS Excel, MS Word, MS PowerPoint)
- Tally (Basic knowledge)

## **PERSONAL DETAILS**

Date of Birth : 31<sup>st</sup> May, 1994  
 Gender : Female  
 Nationality : Indian  
 Marital Status : Single  
 Passport No : P9131602  
 Visa Status : Visit visa

## **STRENGTHS**

- Team player.
- Flexible to work in any environment
- Interpersonal & Coordination skills
- Ready to take challenging job opportunities.
- Ability to take up responsibility and execute them effectively.

## **DECLARATION**

I hereby declare that the above given information are correct to my best of knowledge and belief.

**ATHIRA UNNIKRISHNAN**