**RESUME**

NAME : ATHIRA R

ADDRESS : SOBHANA VILASAM,

KARINGANNOOR (P.O)

KOLLAM (DISTRICT)

PIN : 691516

KERALA (STATE)

MOBILE NO : 9061871951,8129486863

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# CAREER OBJECTIVE

To associate myself with an organization that offers good opportunities to serve them by availing my skills and abilities. I would like to be an employee in a reputed firm and would like to grow with the organization.

# EXPERIENCE

* From November 4th 2013 to November 23rd 2013 Worked as a clerk in Velinalloor Service Co-Operative Ltd, Karingannoor.
* From June 12th 2014 to February 28th 2015 worked as bank loan section, SBT Zonal Office Aparna Tower, Kadapakada.
* 2 year experience in a AGIES Ltd. Technopark Thiruvananthapuram CSA post

# EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of Institution** | **Board/**  **University** | **Year of passing** |
| VHSE | G.V.H.S.S PAKALKURI | Board of Kerala | 2013 |
| S.S.L.C. | G.V.H.S.S PAKALKURI | Board of Examination, Govt. of Kerala | 2012 |

ADDITIONAL QUALIFICATION

* Undergoing a six month course named DDUGKY in QuessCorp Ltd.

# COMPUTER KNOWLEDGE

MS Oﬃce, power point Basics Computer knowledge,

Tally

TECHNICAL QUALIFICATION:

* Typewriting Higher and Lower

ACHIEVEMENTS & AWARDS

* Won for Best Leader in NSS candidate.
* Won 1st prize with A grade for group dance in district level.
* Won 1st prize with A grade for group song in district level.

# PERSONAL TRAITS

Self–motivated person possessing excellent inter-personal skills, good communication skills, Professional skills and adopt at maintaining cordial business relationship

# PERSONAL STRENGTHS

Communication Skills

Flexibility and Adaptability

Quick learner

Decision making skills

Creativity

Positive Attitude: Creating a positive work environment

# PERSONAL PROFILE

* Date of Birth :16/03/1996
* Marital Status : Single Nationality : Indian
* Known Languages : English, Tamil, Malayalam
* Hobby : Dancing, Traveling

# DECLARATION

I hereby declare that the above furnished information’s are true to the best of my knowledge and belief.

# Date: Name

# Place: ATHIRA R