



ATHIRA SHIJU

OBJECTIVES

Seeking a challenging position that encourages continuous learning, new ideas stimulate personal and professional growth. Wish to be a part of the team works for the benefit of the organization by utilizing my knowledge, skills, experience and efforts.

PERSONAL INFORMATION

Name : Athira Shiju
Birthdate : 7/12/1993
Gender : Female
Marital Status : Married
Residence : Sharjah, UAE
Nationality : Indian
visa status : Husband visa

CONTACT

📍 Sharjah, UAE
☎ 0509498638
✉ athiratpushpakaran@gmail.com

LANGUAGES

English, Hindi, Malayalam, Tamil

EXPERIENCE

● 2021(3 MONTH) ASSISTANT ACCOUNTANT

NOON SUPERMARKET , SHARJAH

EDUCATION DETAILS

2011-2014	BA Economics
	SN College Nattika, Thriprayar, Thrissur, Kerala
2009-2011	Plus Two
	SreeKrishna School, Guruvayur, Thrissur, Kerala
2008-2009	SSLC
	Sree Narayana Vidhyanikethan, Guruvayur, Thrissur, Kerala

ACCOUNTING SOFTWARES

- Tally
- Peachtree
- Quick Book
- Tradeasy

CERTIFICATION

- Indian & Foreign Accounting
- MS Excel

JOB DESCRIPTION

- Purchase & Sales Voucher Posting
- Credit Note & Debit Note Voucher Posting
- Cash Transaction only contra voucher Posting
- Day Book keeping and ledger
- Report Generating (Profit and Loss A/c and Balance Sheet)
- Create Bank Reconciliation Statement

DECLARATION

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

ATHIRA SHIJU