



ATHIRA P

My Contact

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📍 Sharjah , Al Qasimia

Personal Info

Gender : Female
Nationality : Indian
Date of Birth : 17-10-1998

Hard Skill

- Inventory Management
- Data Entry
- Attention to Detail
- Analytical Skills
- Financial Reporting
- Customer Service
- Scheduling
- Filing and Documentation
- Multitasking
- Market Research
- Event Coordination

About Me

Versatile and detail-oriented professional with comprehensive experience across inventory management, administrative support, and sales promotion. Adept at maintaining accurate inventory records, conducting regular audits, and ensuring optimal stock levels. Skilled in data entry, financial reporting, bookkeeping, and proficient in using ERP systems and Microsoft Excel for inventory and financial management.

Professional Experience

Inventory Control Clerk Cum Accountant

Al Shah Enterprise Pvt. Ltd,
Kerala, India

2022-2024

Key responsibilities:

- Prepare and maintain daily inventory, reports
- Manage day to day operations of the warehouse, including receiving, storage, and distribution of products
- Maintain inventory accuracy and conduct regular audit
- Generate regular reports on stock levels
- Data entry of purchase and bill details
- Generate branch wise billing and electronic way bills
- Performing regular stock checks and reporting any issues to the supervisor
- Maintain and updating records of purchase orders, pricing reports, and inventory records
- Doing stock take/ cycle count for the running stores
- Handling petty cash
- records information, shortages and discrepancies to keep records current and accurate

Education

● Bachelor Of Commerce

Mahatma Gandhi
University, Kerala, India
Completed in 2019

● Professional Diploma In Computerised Financial Accounting

ExInce, Kerala, India
Completed in 2019

● Higher Secondary

Government Higher
Secondary School,
Kerala, India
Completed in 2018

● Secondary

St. Joseph Girls High
School, Kerala, India
Completed in 2014

Passport Details

Passport No. : V4783841
Date Of Issue : 23-11-2023
Date Of Expiry : 22 - 11-2033
Visa Status : Visit Visa

Computer Proficiency

- MS Office
Word | Excel
- Tally

Language

- English
- Malayalam (Mother Tongue)
- Tamil
- Hindi

Office Assistant

Veena travels & heavy driving school
Kerala, India

2021-2022

Key responsibilities:

- Manage office tasks, including filing, data entry, and correspondence.
- Coordinate and schedule driving lessons and travel arrangements.
- Assist clients and students with booking and registration processes.
- Prepare and maintain records of driving lessons, travel itineraries, and client information.
- Handle billing and payments, including processing invoices and receipts.

Sales Promoter

Big Bazaar
Kerala, India

2019-2021

Key responsibilities:

- Demonstrate and explain the features and benefits of products to potential customers.
- Approach and engage customers in retail settings, trade shows, or events.
- Achieve and exceed sales targets and goals set by the company.
- Gather feedback from customers about products and services.
- Set up and maintain attractive product displays and promotional materials.

Declaration

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars