



# ATHIRA S

Service Officer-  
Counter Staff

## My Contact

✉ athirasandeep36@gmail.com

☎ +971506513568

📍 Al karama, Dubai

## Skills

- Financial modeling and reporting
- Typing skills of 35 wpm
- Punctuality, Commitment, Accountability
- Decision making
- Multi-tasking skills
- Communication skills
- Expert in computer applications

## Personal Details

Date of Birth - 05-07-1996

Gender - Female

Nationality - Indian

Marital status - Married

Passport No - R4922078

Visa Status - Husband Visa

Language know:

- English
- Malayalam

## Education Background

- Sai Business College

*Bachelor of Commerce with computer Application*

Completed in 2017

- KV Sanskrit HSS - School

*Biological Group- Biology Science  
Higher Secondary School Certificate*

Completed in 2014

## About Me

To establish a long-term career in a company where I may utilize my Remittance Clerk professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me. As a Remittance Clerk, responsible for Using information provided by customers, distributors, and co-packers to post the payment of accounts receivables to individual invoices within customer accounts.

## Professional Experience

Aravali Fence LLC-UAE| Commerical Officer  
2023 - Present

Key responsibilities:

- Build, manage and maintain an effective commercial relationship with allocated customers.
- Support customer visits as required.
- Prioritize workload to meet demanding deadlines.
- Prepare Local Purchase order & Delivery Note.
- Monthly Prepare MIS Report.
- Enables smooth running of operational procurement processes.
- Implement short and long term corrective actions for production planning and materials management problems.

Dubai Limited Investment L.L.C-UAE|Data Entry Officer  
2021-2022

Key responsibilities:

- Review and correct data entry errors submitted by staff.
- Approve and audit data with source documents.
- Enters alphabetic, numeric, or symbolic data from various source documents into computer, using an electronic keyboard,
- Strong MS office and Excel.
- Support to Accounts Department.

Kosamattam Finance LTD-INDIA|Counter Staff -Cashier  
2018 - 2020

Key responsibilities:

- Processed customer payments made to their accounts.
- Processed data on customer information for their payments.
- Organized Daily transactions and orderly filing of documents.
- Counting and segregating different currencies upon changing and bundling and turnover of cash.
- Foreign exchange ( USD, Euro etc..)