



ATHIRA PRASAD

PERSONAL DETAILS

Name : ATHIRA PRASAD
Sex Date of : Female
Birth : 23/09/1997
Nationality : Indian
Religion : Hindu
Marital status : Married
Languages known : English
Malayalam
Hindi

CONTACT

**Madhuraplackal (H) , Vaipur p.o
Pathanamthitta Kerala, India
Pin - 689588**

Mobile : (+91) 9526694971

E-mail : athiraprasad021@gmail.com

PERSONAL STATEMENT

Pursuing a degree is a responsibility I owe to myself as well as a commitment I have to others. I refer to it as a responsibility because I have a proactive outlook on life, which makes me actively seek and go after the things that I want to accomplish in life. I refer to it as a commitment because I want to be an example to others of the attainments and contribution to society that women can make.

WORK EXPERIENCE

- Name of Employer : Sai Service Pvt Ltd, Stock Yard ,
Edappally Ernakulam
Duration : 16/06/2022 - 20/12/2024
Position Title : Back office Executive
Department : PDI

EDUCATIONAL QUALIFICATION

- **Bachelor of Arts (BA History)**
Affiliated by MG University
Mar Thoma College,
Kuttapuzha P.O., Tiruvalla, PIN -689 103,
Kerala, India
Year of passing : 2019
- **Plus Two**
Board of Higher Secondary Examinations
SNV SANSKRIT HSS N.PARUR
N.parur Municipality, N.parur
Ernakulam, Kerala
PIN Code: 683513 (INDIA)
Year of passing : 2015
- **Secondary School Leaving Certificate (SSLC)**
Kerala Board of Public Examinations
St: Aloysius HS North Paravur
NH 17, Ernakulam, North Paravur, Kerala 683513
Year of passing : 2013

CERTIFICATION COURSES

PERSONAL SKILL

- **Good Attitude**
- **Positive Thoughts**
- **Creative**

- **Diploma in Computer Applications (DCA)**

Kerala State Rural Women's Electronics Industrial Co-op. Federation Ltd.

- Database administrator assistant
- Office receptionist
- Document specialist
- Word processing specialist

- **Computer skill**

MS Office, Word, Excel, Powerpoint

DECLARATION

I do hereby declare that the above given information is true to the best of my knowledge and belief.

DATE :

PLACE :

ATHIRA PRASAD