

PRIYA DHARSHINI

kpdharshini2003@gmail.com • 9677239102 • Chennai, India 600060

Professional Summary

Results-driven Operational Executive known for exceptional productivity and efficiency in task completion. Specialize in strategic planning, process optimization, and team leadership. Possess key soft skills including communication, problem-solving, and adaptability which facilitate excellence in operational management.

Work Experience

05/2022 – 05/2023
Chennai, India

Internship in Finance

KGR FABTEK

- Collaborated on production optimization initiatives in a manufacturing environment, leveraging analytical tools to identify inefficiencies.
- Conducted detailed financial analyses and reports to support operational decision-making.
- Streamlined financial reporting processes, achieving a reduction in report preparation time by approximately 15 percent.

01/2024 – 10/2025
Chennai, India

Senior Operational Executive

CADD Centre

- Handling administrative matters related to daily operations and business development are some duties expected of an Operations Executive.
- Analyzing and improving operational processes and systems; managing budgets, resources, and inventory.
- Established long-term client relationships through consistent delivery of high-quality products and services.

Education

06/2020 – 05/2023
Chennai

B.Com: Corporate Secretaryship

Valliammal College for Women

GPA: 85

2018 – 05/2020
Chennai

HSC

St. Annes Girls Hr Sec School

GPA: 88

06/2023 – 11/2025
Chennai

MBA: Financial Management

Madras University

GPA: 87

Skills

MS Office

Tally Prime

SAP Fico

Client relationship management

Team leadership

Effective communication

Languages

English

Highly Proficient

Tamil

Highly Proficient

Projects

Financial Management

KGR Fabtek