

# Priyadharshini

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## Profile

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.

## Professional Experience

<b>Academic counselor</b> <i>Cadd centre</i> <ul style="list-style-type: none"><li>•Handling administrative matters related to daily operations and business development are some duties expected of an Operations Executive.</li><li>•Analyzing and improving operational processes and systems; managing budgets, resources, and inventory.</li><li>•Established long-term client relationships through consistent delivery of high-quality products and services.</li></ul>	01/2024 – 10/2025 Chennai
<b>Unit manager</b> <i>ICICI Prudential</i> <ul style="list-style-type: none"><li>•Managed daily operations of insurance sales team.</li><li>•Implemented strategies to improve customer satisfaction and retention.</li><li>•Developed effective strategies to improve employee morale, motivation and engagement.</li></ul>	07/2023 – 12/2023 Chennai

## Education

<b>Valliammal College for women</b> <i>Madras University</i>	06/2020 – 05/2023
<b>HSC</b> <i>St'annes Girls Higher secondary school</i>	06/2018 – 05/2020

## Skills

- SAP fico
- Leadership
- Spreadsheet proficiency
- Ms office
- Communication skills
- Tally

## Languages

English	Tamil
Hindi	

## Projects

Financial management	04/2023
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