

# Priyadharshini

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 9677239102

 Chennai

## 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

### Academic counselor

*Cadd centre*

01/2024 – 10/2025

Chennai

- 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.

### Unit manager

*ICICI Prudential*

07/2023 – 12/2023

Chennai

- Managed daily operations of insurance sales team.

- Implemented strategies to improve customer satisfaction and retention.

- Developed effective strategies to improve employee morale, motivation and engagement.

## Education

### Valliammal College for women

*Madras University*

06/2020 – 05/2023

### HSC

*St'annes Girls Higher secondary school*

06/2018 – 05/2020

## Skills

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

## Languages

### English

### Tamil

### Hindi

## Projects

### Financial management

04/2023