

# PRIYA DHARSHINI

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## 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	<b>Internship in Finance</b> <i>KGR FABTEK</i> <ul style="list-style-type: none"><li>Collaborated on production optimization initiatives in a manufacturing environment, leveraging analytical tools to identify inefficiencies.</li><li>Conducted detailed financial analyses and reports to support operational decision- making.</li><li>Streamlined financial reporting processes, achieving a reduction in report preparation time by approximately 15 percent.</li></ul>
01/2024 – 10/2025 Chennai, India	<b>Senior Operational Executive</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>

## Education

06/2020 – 05/2023 Chennai	<b>B.Com: Corporate Secretaryship</b> <i>Valliammal College for Women</i> GPA: 85
2018 – 05/2020 Chennai	<b>HSC</b> <i>St. Annes Girls Hr Sec School</i> GPA: 88
06/2023 – 11/2025 Chennai	<b>MBA: Financial Management</b> <i>Madras University</i> GPA: 87

## Skills

MS Office	Tally Prime
SAP Fico	Client relationship management
Team leadership	Effective communication

## Languages

<b>English</b> Highly Proficient	<b>Tamil</b> Highly Proficient
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## Projects

<b>Financial Management</b> <i>KGR Fabtek</i>
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