

K.PRITHA

prithakannan04@gmail.com

6383684358

About

I hold a Bachelor of Commerce (B. Com) in Financial Services and a Master of Business Administration (MBA) in Finance and Human Resources. I have a strong interest in financial planning, data analytics, and workforce cost management. I aim to build a career in Financial Planning and compliance, where I can apply my skills in data-driven decision-making, cost optimization, and performance reporting by leveraging my attention to detail and ensure regulatory accuracy and risk control.

Currently, I serve as a Probationary Officer at The Federal Bank Limited, where I have gained experience in banking operations, financial reporting, and branch performance analysis. During my internship at ZF Rane Automotive India Pvt Ltd and college projects, I worked on payroll cost analysis, compliance reporting, vendor audit reviews, HR data analytics, time and attendance cost tracking, and employee cost administration — all contributing to better workforce cost control and process efficiency.

My experience at Infosys BPM in supply chain and logistics enhanced my skills in vendor cost monitoring, stakeholder management, and process improvement initiatives. I am proficient in analysing financial data, preparing dashboards, and supporting cost-saving strategies and business performance metrics.

Professional Experience	Presently
The Federal Bank Ltd	Probationary Officer
<ul style="list-style-type: none">• Address customer inquiries, resolve issues, and provide tailored financial advice to enhance customer satisfaction and loyalty.• Accurately process a wide range of financial transactions, including deposits, withdrawals, fund transfers, and loan disbursements.• Ensure strict compliance with KYC, AML, and other regulatory requirements by maintaining proper documentation and conducting periodic audits.• Collaborate with branch teams to promote banking products and services, supporting cross-functional coordination and utilizing performance optimization techniques to drive business growth.• Manage day-to-day banking operations, ensuring adherence to internal policies and regulatory guidelines, while integrating process standardization methods to improve efficiency and operational effectiveness.	The Federal Bank Ltd
Professional Experience	15 Months
Infosys BPM Ltd	Process Executive
<ul style="list-style-type: none">• Managed vendor performance and supply chain processes, ensuring cost optimization and process efficiency.• Analyzed various issues in costing of materials by customers and helped with the complete product data with a unique number.• Involved in the Bamboo rose creation team and worked on live Automation tool projects for certain brands like Lane Bryant, Ann Taylor in creating Vendor Purchased orders which was time consuming and involved in Database Analysis.• Developed Excel-based tracking systems, streamlining vendor processes and improving compliance management.• Received Star of The Month award for the Month of Aug 2022 – for achieving the high Productive scores for the month leading by 119% of the Team.	Infosys BPM Ltd

Academic Projects

Comparative analysis on the performance of Pharmaceutical Industries (With reference to Companies listed in NSE during 2016-2020)

- Used Statistical analysis like Ratio Analysis, Regression and Factor Analysis to compare the performance of the listed companies.
- It is revealed from the study that the companies are performing well for the past five years but due to lag of liquidity and decrease in profit the performance of the companies becoming lower which must be taken as a serious fact.

Understanding the people's knowledge on financial instruments

- Analyzed awareness levels and knowledge gaps in banking and investment products.
- Conducted a project on assessing people's understanding of financial instruments.
- It is revealed from the study that people feel mutual funds and SIP is safer and Stocks are riskier.

The Importance of Mindfulness in Determining Employee's Creativity

- The ability of employees to apply their creative thinking and problem-solving skills to their job responsibilities and tasks.
- Employee Mindfulness has a significant positive impact on both Creative Performance and Employee's Thriving, organisations should consider promoting mindfulness practices among their employees.

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- Organisations should invest in training and development for supervisors to enhance their supportiveness and leadership skills, as it can positively impact various aspects of employee wellbeing and performance.

Internships

The Entrepreneurship Network	Content Editor	August 2020 -September 2020
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- Researched the Content for the growth of the network.
- Acquired and consolidated the Content in text form which was used by the organization for Digital Marketing.
- Portfolio and Risk Management by Indian school of Business during July 2020 – Online Internship with Coursera Organization.

Piramal Enterprises	Human resources Intern	Feb 01-2023 – April 21 2023
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- Increased workforce management by hiring the best applicants for job descriptions and managing employee performance through an interactive dashboard.

ZF Rane Private Limited	01-June 2023-31-July-2023
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- Workforce & Payroll Management: Assisted in time, attendance, and payroll processing, ensuring compliance with leave policies and break regulations using Kent Facial Recognition.
- Labor Compliance & Vendor Management: Supported vendor audits and analyzed VPS Scorecard data to ensure compliance with labor regulations.
- Employee Engagement & Program Development: Contributed to employee engagement initiatives, including strategic roadmaps for workplace well-being.
- Data Analysis & Reporting: Conducted HR data analysis using Advanced Excel, assisting in research on workplace dynamics and employee performance trends.
- Stakeholder & Vendor Collaboration: Engaged with cross-functional teams to enhance performance optimization and foster a positive work environment.
- an interactive dashboard.

Adroit Automation India Pvt Ltd	Human resources Intern	01-August 2023-01-May-2024
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- Worked on a remote internship in Employee Engagement
- Collaborated with cross-functional teams to develop and implement a project management system, improving task tracking and team coordination.
- Collected and analyzed employee engagement and performance data to support organizational growth.
- Helped the Project Management team develop standard operating procedures (SOPs) for project tracking.
- Helped establish a systematic approval workflow for HR and vendor-related tasks

Academic Achievements			
MBA	2022 – 2024	Thiagarajar School of Management	77%
BCOM-Financial services	2018 – 2021	PSGR Krishnammal college for women (Coimbatore)	78.89%
Class XII	2017 – 2018	Kendriya Vidyalaya, Coimbatore (CBSE)	75%
Class X	2015 – 2016	Kendriya Vidyalaya, Coimbatore (CBSE)	9.2 / 10