

NANTHINI S

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PROFESSIONAL SUMMARY

Results-driven Analyst with 12 months of experience in financial analysis, client relationship management, and loan processing in a fast-paced banking environment. Proficient in Excel, PowerPoint, SQL, and Generative AI to analyze financial data, create executive-ready reports, and support data-driven decision-making. Demonstrated ability to drive business growth by successfully achieving loan disbursements of two crore within 6 months while maintaining strong client satisfaction and compliance. Eager to contribute analytical, technical, and stakeholder management skills to support high-impact financial and business objectives in a growth-oriented organization.

TECHNICAL SKILLS

Technical | MS Excel, MS PowerPoint, SQL, Generative AI

Interpersonal | Teamwork, Adaptability, Problem solving, Time management, Active listening

WORK EXPERIENCE

Financial Analyst

12, 2023 – 04, 2024

Deccan iServices Private Limited

Villupuram

- Create, update, and maintain clear process documents, SOPs, and guidelines to ensure all workflows are accurately captured and easy to understand.
- Collaborate with process owners and subject matter experts to gather requirements, validate steps, and ensure documentation reflects actual practices.
- Implement and follow documentation standards (version control, naming conventions, templates) to keep documents consistent, traceable, and audit ready.
- Regularly review and improve existing documentation and processes by identifying gaps, redundancies, and opportunities for simplification or automation.
- Train and support team members in using documented processes correctly and collect feedback to continuously refine both documents and workflows.

Junior Relationship Officer

06, 2024 – 01, 2025

Axis Bank Limited

Villupuram

- Analyse financial data, financial statements, and key metrics to identify trends, risks, and improvement opportunities.
- Prepare budgets, forecasts, and financial models to support planning and decision-making.
- Create concise management reports and presentations summarizing performance, variances, and recommendations.
- Coordinate with accounts, operations, and leadership teams to ensure accurate, timely financial reporting and insights.
- Support audits, compliance, and process improvement initiatives to strengthen financial controls and efficiency.

EDUCATION

BCA	2023
71.1%	Villupuram