

DHARANI MATHESWARAN

Master of Business Administration

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EXPERIENCE

Coimbatore Capital Limited

2018 – 2020

Junior Executive, Depository Participant Division

- Dematerialization of Physical Shares and Pledging Shares.
- New Account Openings.
- Transfer of securities between accounts.
- Equity Delivery from Broking to Member accounts.
- Supervising Legal Documents for specific transactions.
- Settlement Co-ordination with customers for Funds and Stock delivery.
- Customer Relationship Management through Phone and e-mail.
- Managing investor queries and complaints.

Motif Interior Designs

2016 – 2018

Operations Executive

- Order Management: Quotations, Factory Orders
- Inventory Management: Tracking and Procurement
- Vendor Management: Purchase Orders, Bill Payments
- Managing Salary and Wages for Staff, Labors and Contractors
- Banking and other financial activities
- Managing customer queries through all channels

BUSINESS SKILLS

- Depository Operations
- Customer Relationship Management
- Business Process Administration
- Financial Reporting

TECHNICAL SKILLS

- Python Scripting
- Web Development with HTML, CSS and JavaScript
- Version Control with Git and GitHub
- Office Productivity tools: MS Word, Excel and PowerPoint

EDUCATION

Degree	Institution	Year	Percentage
MBA	Anna University, Coimbatore	2014 – 2016	74
B.Sc. Computer Science	SNR Sons College, Coimbatore	2011 – 2014	81

PROJECTS

Medopharm Pvt Ltd

2016

Finance Division, Chennai

- Analysis of Working Capital Management by researching Financial Statements.
- Highlight the factors influencing Working Capital.
- Study the liquidity of the Working Capital Efficiency.
- Improve Effective Utilization of Working Capital.

ITC Ltd

2015

Paperboards and Specialty Paper Division, Coimbatore

- Functional study of all the departments.
- Study on organizational culture, roles and responsibilities of employees.
- Identify and understand the key functions of each department.
- Witness the business management theories applied and practiced in real world.

CERTIFICATIONS

- **Depository Operations Certification** from National Institute of Securities Markets (NISM).
- **Diploma in Tourism and Travel Management** from Bharathiar University.
- **Global Trade: Paradigm, Practices, Problems and Prospects** International Conference Participant.

PERSONAL DETAILS

- **Date of Birth** : 23rd August 1994
- **Father's Name** : Matheswaran M P
- **Languages Known** : Tamil, English
- **Marital Status** : Single
- **Hobbies** : Illustration & Commissioned Art Work