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| **DHARANI MATHESWARAN** *Master of Business Administration* | 99946 78818 [dhara.mathes@gmail.com](mailto:dhara.mathes@gmail.com) |

**EXPERIENCE**

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| **Coimbatore Capital Limited** *Junior Executive*, Depository Participant Division | 2018 - 2020 |
| * New Account Openings * Dematerialization of Physical Shares and Pledging Shares * Transfer of securities between accounts * Equity Delivery from Broking to Member accounts * Supervising Legal Documents for specific transations * Settlement Co-ordination with customers for Funds and Stock delivery * Customer Relationship Mangement through Phone and Email * Managing investor queries and complaints | |
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| **Motif Interior Designs**  *Operations Executive* | 2016 - 2018 |
| * Order Management: Quotations, Factory Orders * Inventory Managment: 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 | |

**EDUCATION**

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| **Degree** | **Insititution** | **Year** | **Percentage** |
| ­­MBA | Anna University, Coimbatore | 2014 – 2016 | 74 |
| BSc Computer Science | SNR Sons College, Coimbatore | 2011 – 2014 | 81 |

**SKILLS**

* Depository Operations
* Customer Relationship Management
* Business Process Administration
* Financial Reporting
* Basic Computer Programming with Python
* Basic Web Development with HTML, CSS and Javascript
* Office Productivity tools: MS Word, Excel and Powerpoint

**PROJECTS**

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| **Medopharm Pvt Ltd** Finance Divsion, Chennai | 2016 |
| * 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** Paperboards and Specialty Paper Division, Coimbatore | 2015 |
| * Functional study of all the departments. * Study on organizational culture, roles and responsiblities 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 Instiute of Securities Markets (NISM)
* **Diploma in Tourism and Travel Management** from Bharathiar University
* **Global Trade: Paradigm, Practices, Problems and Prospects** International Conference Participant