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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** |
| * 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. | |
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| **Motif Interior Designs**  *Operations Executive* | **2016 – 2018** |
| * 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**

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

**PROJECTS**

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| **Medopharm Pvt Ltd** Finance Division, 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 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