

RESUME

PRABHA.P

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CAREER OBJECTIVE

- A seasoned professional with 7 years of experience in the NBFC sector, possessing strong leadership, organizational, and communication skills. Seeking a managerial position to leverage my industry knowledge, client relationship management, and team coordination to drive business growth, operational excellence, and deliver impactful results.

WORK EXPERIENCE

➤ Assistant Manager Operations

Muthoot Finance Ltd., 2010-2017

- Led branch operations, ensuring smooth functioning and achieving sales targets.
- Managed a team of 5 employees, providing leadership and training to improve performance.
- Established and maintained strong relationships with clients, contributing to business growth.
- Coordinated internal operations and ensured compliance with company policies and regulatory standards.
- Implemented strategies to improve customer satisfaction and streamline processes.

➤ Kinder Garden Teacher

Saraswathi Vidhyashram Matric Hr. Sec. School, Kavindapadi.[2022-2024]

- Developed and implemented engaging curriculum for young learners.
- Managed classroom activities and student progress while fostering a positive learning.
- Gained valuable interpersonal and leadership skills while managing young children and team collaboration.

EDUCATIONAL QUALIFICATION			
COURSE	INSTITUTION	PASSED YEAR	MARKS
MCA	Navarasam Arts and Science College for Women, Arachalur	2013	77%
BSc (Computer Science)	Navarasam Arts and Science College for Women, Arachalur	2010	70%
HSC	St.Aloysius Girls Higher Secondary School, Dharapuram	2007	70%
SSLC	St.Aloysius Girls Higher Secondary School, Dharapuram	2005	75%

PROFESSIONAL SKILLS
<ul style="list-style-type: none"> • Banking Software: Knowledge of banking software and financial systems (e.g., Core Banking Systems) • Problem solving: Strong analytical skills for solving operational issues, client related concerns, and financial discrepancies. • Communication & Leadership: Skilled in leading teams, conducting meetings, and interacting with clients to achieve business goals. • Decision making, conflict resolution, and effective time management in a high-pressure environment.

STRENGTHS
<ul style="list-style-type: none"> ➤ Strong managerial and team leadership capabilities. ➤ Proven ability to meet and exceed targets in a fast-paced, competitive environment. ➤ Exceptional communication and interpersonal skills for managing clients and teams.

DECLARATION
<ul style="list-style-type: none"> ➤ I hereby declare that the information mentioned above is true to the best of my knowledge and belief.

Yours Sincerely,

(Prabha P)