

MAHALAKSHMI

DINAKARAN

Chennai, India 600075 | 7305080992 | manjudinakar95@gmail.com

SUMMARY

Highly-motivated employee with desire to take on new challenge strong worth ethic, adaptability and exceptional interpersonal skills.

SKILLS

- *MS Office*
- *Computer Skills*
- *Data Entry*
- *Logistics Management*
- *Production*
- *Operational Efficiency*
- *Account Reconciliation*
- *Management Support*
- *Record and File Management*
- *Work Planning and Prioritization*

EXPERIENCE:

YEAR:

06/2019 to 01/2021

Senior Associate Loan Operations

Madura micro finance private limited – Chennai, India

Analyzed data and created reports for senior management.

- *Established relationships with key stakeholders across the organization.*
- *Monitored performance metrics to assess effectiveness of operational processes.*

- *Prepared presentations for internal review boards on proposed projects.*

- *Generated status reports detailing key information, produced documentation and developed presentations.*

05/2015 to 03/2018

Operations Support Executive

CMA CGM SHARED SERVICE CENTER – Chennai, India

- *Provided administrative support to the operations team, including filing and data entry.*

- *Responded promptly to customer inquiries regarding operational issues or concerns.*

- *Analyzed operational reports to identify areas requiring improvement or modification.*

- *Evaluated needs of departments and delegated tasks to optimize overall production.*

EDUCATION AND TRAINING:

YEAR:

08/2021

MBA: Logistics And Supply Chain Management

University of Madras Distance Education – Chennai

06/2015

Bachelor of Arts: Bachelor of Computer Application

SDNB Vaishnav College For Women – Chrompet

04/2012

High School Diploma:

*St Theresa Girls Higher Secondary School –
Pallavaram.*

LANGUAGE:

Tamil: First Language

English: C1 Advanced (C1)

ACTIVITIES AND HONORS:

- cooking*
- yoga*
- hearing music*
- playing cards*

ACCOMPLISHMENTS:

- Recognized as best supporter in our team.*

PERSONAL DETAILS:

PASSPORT NUMBER	V1304869
VISA STATUS	RESIDENCE VISA
EXPIRY DATE	21/12/2024
MARTIAL STATUS	MARRIED
HUSBAND NAME	NANNAN
COUNTRY	DUBAI/SHARJAH