**DHANYA**

**DHANYA.331295@2freemail.com**

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| Professional summary |

***A committed and motivated MBA graduate with strong interpersonal skills and an ability to work under target driven, time bound situation.***

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| Personal Traits |

* **Inquisitiveness to learn** and grasp as much of any situation
* **Quick learner** and self driven
* **Customer centric**
* **Self-Driven**, sets high benchmark
* Positive Attitude and **adaptable to changes**
* Articulates with ease, **people driven** and **committed** to deliver results
* Leadership and **Trust**
* Inspires positive change, and **leads by example**
* Ability to prioritize tasks with **high degree of flexibility** with time bound action

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| Work Experience |

**Branch in charge**

**MANAPPURAM FINANCE LTD. THRISSUR, KERALA, INDIA**

**Junior Assistant : From June 2013 to August 2014**

**Assistant Branch Head : From August 2014 to November 2015**

**Branch Head : From November 2015 to December 2016**

**Purpose of Job**:

* **Handling accounts.**
* **Meet customers, understand their borrowing needs.**
* **Assess suitability as per Company Policy and process the relevant applications professionally and forward with proper recommendations for approval to the sanctioning/approving authority.**
* **Marketing and bringing deferent type of deposits from various customers by offering preferential competing interest rate.**
* **Handling cash, pledging documents and Gold Ornaments those customer avail loan against, taking responsibility to control staff and company smooth running.**

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| Education |

Masters in Business Administration (74%)

Major in Finance & Marketing 2011 - 2013

***Guruvayurappan Institute of Management***, Coimbatore, INDIA

**Bharathiar University**, Coimbatore, Tamilnadu INDIA

Bachelors in Business Administration (72%) 2008 – 2011

Finance

***M P M M S N TRUST COLLEGE, SHORANUR***

***KERALA, INDIA***

Higher Secondary Certificate Exam (72%) 2008

AISSCE, INDIA

Senior Secondary Exam (75%) 2006

Kerala State Board, INDIA

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| Computer skills |

* **Tally/ERP**
* **Microsoft Office Package** (Excel, Word, Power Point)

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| Activities & Achievements |

* Won first prize in **Finance game** in inter college management meet
* Won second prize for **best management team** at inter-college management meet -2012
* Participated in **management meet** at ‘PPG INSTITUTE OF MANAGEMENT, COIMBATORE-2012
* Coordinated **BRAND WAR** program in *affiatus* at Guruvayurappan institute of management -2012
* Coordinated  **Finance** game in *affiatus* at Guruvayurappan institute of management-2013
* Won second prize for **best management team** at inter-college management meet -2013

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| Language skills |

* **English**
* **Malayalam**
* **Tamil**

**Dhanya**