

# MAHALAKSHMI DINAKARAN

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## **SUMMARY**

*Highly-motivated employee with desire to take on new challenge strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new 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.*