

## ARCHANA C

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### Professional summary:

Enthusiastic and dedicated finance professional with organizational and leadership skills to efficiently and successfully oversee NBFC operations. Proficient at managing workflow processes, coordinating and setting targets and making forecasts.

### Core Competencies:

*Business Development ~ Customer Relationship ~ Lead Generation ~ Branch Administration ~ Team Player ~ Negotiation Skill*

### Professional Experience:

**ICL FINCORP LTD**-(September 2020 to December 2020)

Designation-**BRANCH HEAD**

**AGRO INDUS & CREDIT INVESTMENTS**-(January-2020 to September 2020)

Designation-**BRANCH MANAGER**

**INDEL MONEY PRIVATE LTD**, (April 2015 to May 2019)

Designation – **ABH/JOINT CUSTODIAN**

**MUTHOOT FINANCE LIMITED** (July 2011 to May 2013), Coimbatore.

Designation – **Junior executive/JOINT CUSTODIAN**

### Key Responsibilities:

- *Cash management,Gold appraising and operational procedure supervision.*
- *Customer relationship and cross selling of products, coordinated tasks interdepartmentally to ensure cohesive communication and teamwork.*
- *Ensuring sale of financial products to customers as per the targets*
- *Approving and disbursing of loans with proper operational process flow.*
- *Analyzing competitor activity and ensuring to generate new business from customers.*
- *Influential in preparing and verifying accounts and cash maintenance at the branch, maintaining financial reports.*
- *Assisting in auditing monthly and quarterly, resolving the complaints*
- *Conducting staff meeting in every week about to development of business growth*
- *Resolving customer issues in a timely and professional manner.*

## **Academic Background:**

### **Master of Business Administration | Finance & Human Resource | 2010 – 2012**

*Bharathiyar University - Coimbatore,*

### **Bachelor of Business Management | 2007 - 2010**

*Rathinam college of Arts & Science , Coimbatore, Affiliated to Bharathiar University, Coimbatore.*

### **Diploma in retail management-2010**

*Rathinam college of Arts & Science , Coimbatore, Affiliated to Bharathiar University, Coimbatore.*

## **PROFESSIONAL ASSOCIATION**

INDIAN INSTITUTE OF BANKING AND FINANCE, Chennai, Tamilnadu,

Pursuing JAIIB (junior associate in Indian Institute of Banking and finance) and current

Member of the institute.

## **Personal Profile:**

Father's Name	:	Mr. Chandran M
Gender	:	Female
Marital Status	:	Single
Linguistic Ability	:	English, Tamil& Malayalam
Current Address	:	27/2, Sasthiri street, Poonga nagar, Othakkal mandapam, Coimbatore-641032.

Date :

Signature :