

ROLL NUMBER: P25701139

**Aarthi Mahalakshmi .
Subramanian**
Female

DOB

27-Oct-2000

TECHNICAL SKILLS

- MS Office
- MS Project
- Primavera
- Power BI
- Data Analysis
- SQL
- @risk
- Advanced MS Excel

PERMANENT ADDRESS

104, B WING, TIRUPATI ICON,
SECTOR 20, KAMOTHE, PANVEL,
410209

City: Raigad

State: Maharashtra

Pincode: 410209

LANGUAGE

- English
- Tamil
- Hindi
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	7.65	2027
Graduation	UNIVERSAL COLLEGE OF ENGINEERING, VASAI	71.01	2022-Aug
Diploma	PRAVIN PATIL POLYTECHNIC, THANE	70.06	2019-Jun
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION	72.2	2016-Jun

WORK EXPERIENCE (1 Year 3 Months)**HDB Financial Services**

03-Jan-2023 - 26-Apr-2024

1 Years, 3 Months, 23 Days**PROFILE:** Junior Officer**HDB Financial Services Ltd. (Deputed to HDFC Bank) " Mumbai, India**

Junior Officer " Fraud & Vigilance Department (Apr 2023 " Apr 2024)

" Managed structured Excel-based trackers to monitor lifecycle progress of 520+ cases, ensuring timely milestone tracking and closure

" Identified potential delays and risk indicators through systematic data validation and status monitoring

" Prepared weekly progress reports and Power BI dashboards for management review and decision-making

" Coordinated with cross-functional teams to follow up on action items and ensure timely resolution

" Maintained organized documentation, master data records, and compliance logs ensuring audit readiness

Junior Officer " HR Analytics Department (Jan 2023 " Mar 2023)

" Collected, compiled, and validated multi-departmental datasets for structured analysis and reporting

" Created organized Excel trackers to monitor employee attrition metrics and trends

" Conducted structured interviews and translated findings into clear management reports

" Supported data-driven identification of improvement areas and follow-up actions

CERTIFICATION DETAIL

- Google Business Intelligence
- Project Management: The Basics for Success