

ROLL NUMBER: P25701139


**Ms. Aarthi Mahalakshmi .
Subramanian**
Female

DOB

27-Oct-2000

TECHNICAL SKILLS

- MS Office
- MS Project
- Primavera
- Power BI
- Data Analysis
- 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
B.E. <i>Civil Engineering</i>	MUMBAI UNIVERSITY	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

TOTAL WORK EXPERIENCE: 15 month(s)
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 and maintained Excel-based trackers and master data for 520+ cases, monitoring status, milestones, actions and closures.
- Coordinated with cross-functional stakeholders and senior management to track outstanding actions and support timely case resolution.
- Prepared weekly analytical reports and Power BI dashboards to provide management visibility into case status, trends and pending actions.
- Maintained structured case documentation, source records and compliance data, supporting data accuracy, traceability and audit readiness.

HR Analytics Department (Jan 2023 - Mar 2023)

- Collected, compiled, and validated multi-departmental employee data for attrition analysis, ensuring accurate and structured data for further analysis and reporting.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)
GUBBI CIVIL ENGINEERS LTD

04-May-2026 - 04-Jul-2026

8 Weeks
PROFILE: Project Management Intern

Tata Power – Bhira | Repair & Retrofitting Project

- Developed an Excel-based DPR and progress monitoring system for structured site-level tracking of activities, manpower and progress.
- Consolidated BOQ quantities, building-wise work allocation and labour data for project monitoring and progress tracking.
- Developed an Excel dashboard with KPIs, PivotTables and filters for visibility into project progress, quantities and manpower.
- Supported project scheduling and progress updates using Primavera P6 and MS Project, including data validation and reconciliation.

CERTIFICATION DETAIL

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