

# RESHMI R NAIR

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👤 Visa Status: Husband – Sponsored Residence Visa

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## PROFESSIONAL SUMMARY

Professional with 4+ years of experience across **Banking, Human Resources, and Data Analytics**. Skilled in statistical analysis, data visualization, and business operations. Proficient in **Tableau, and Power BI**, with proven ability to derive actionable insights. Strong background in financial services and HR operations with hands-on leadership and client service experience.

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## KEY SKILLS

- **Banking & Finance:** Branch Operations, Customer Service, Loan Processing, Compliance
  - **Human Resources:** Recruitment, Payroll Processing, Employee Engagement, Training & Development
  - **Analytics & Tools:** Python, Pandas, Tableau, Power BI
  - **Software:** MS Office, Excel, Tally, Peachtree, PDCFA (Professional Diploma in Computerized Financial Accounting)
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## PROFESSIONAL EXPERIENCE

### Sr. Assistant

*Thiru Kochi Rural Nidhi Ltd, Thiruvalla, Kerala* | Apr 2022 – Jan 2023

- Managed branch operations and prepared daily, weekly, and month-end reports.
- Monitored transactions, loan activity, and branch productivity metrics.
- Resolved customer queries, ensuring efficiency and satisfaction.

### HR Assistant

*Nedumparambil Group, Thiruvalla, Kerala* | Jul 2019 – Dec 2020

- Assisted in end-to-end recruitment and onboarding processes.
- Coordinated training programs and employee engagement initiatives.
- Processed payroll, leave, gratuity, and employee benefits.
- Drafted HR forms, policies, and induction programs.

## **Assistant Branch Head**

*KLM Axiva Finvest Ltd, Thiruvalla, Kerala | Jan 2018 – Apr 2018*

- Delivered customer service and handled reconciliation statements.
- Advised clients on investment products, loans, and bonds.
- Ensured compliance in cash handling procedures.

## **Assistant Branch Manager**

*Manappuram Finance Ltd, Punalur, Kerala | Aug 2015 – Jan 2017*

- Supervise day-to-day branch operations, ensuring adherence to company and RBI norms.
- Manage loan processing for retail and SME clients including credit appraisal, documentation, and sanction.
- Lead a team of executives to achieve monthly and quarterly targets.
- Conduct periodic risk analysis and prepare MIS reports for senior management.
- Implement strategies to reduce NPAs and improve collection efficiency.
- Liaise with auditors and compliance teams to ensure transparency and accountability.

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## **EDUCATION**

- **MBA (Finance & HR)** – Mahatma Gandhi University, Kerala, India – 2016
- **B.Sc. Chemistry** – Kerala University, Kerala, India – 2012

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## **PROFESSIONAL TRAINING**

### **Trainee – AI Data Scientist**

*Joseph Sri Harsha and Mary Indraja Educational Society | June 2023 – Dec 2023*

- Performed data cleaning, transformation, and feature engineering for analytical models.
- Conducted exploratory data analysis (EDA) to uncover trends and insights.
- Created dashboards and data visualizations using Tableau and Power BI.

**Organizational Study** – Rehabilitation Plantation Limited, Kerala

**Study on Working Capital Management** – District Co-Operative Bank, Kerala

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## **LANGUAGES**

English, Hindi, Malayalam