

# Curriculum Vitae

**Name** : Pooja S R  
**Phone** : +91-8660693832  
**E-mail ID** : [pooja996452@gmail.com](mailto:pooja996452@gmail.com)

## Summary:

Organized Fraud analyst with the investigative and reconciliation skills to efficiently identify and resolves issues of fraud and embezzlement. Adapt at monitoring and reviewing institutional transactions, reconciling customer's accounts to identify fraud and validating transactions.

## Educational Qualification:

Course	(University/Board)	Year of Passing	Percentage
B.com	Bangalore University	2023	67%
PUC	Department of pre university education	2018	74%
SSLC	KSSEB	2016	75%

## Experience:

**Company : PEKANCILLARIES INDIAN PVT LD**

**Experience : From November 2021 To April 2024 Designation:**

**Store Incharge**

## Transaction Monitoring Process:

- ✓ Ensuring tools are in goods working order through maintenance repair and predictive maintenance.
- ✓ Tracking tools data information and storage locating.
- ✓ Designing systems that make it easier to find components for specific machine.
- ✓ Working with management, customer, production, and suppliers.
- ✓ Requesting quotation from suppliers and issuing purchase orders.
- ✓ Collecting data and information about different tools.

### Personal Skills:

- Good in English typing.
- Quick learner, good in Risk management.
- MS Office (Excel, Word & Power point, Outlook)
- Computer Course in Office Management
- Customer Service
- Excellent Communication.

### Personal Information

- NAME : Pooja S R
- Email : [pooja996452@gmail.com](mailto:pooja996452@gmail.com)
- Contact Number : 8660693832
- Husband name : Suresha K P
- DOB : 31/08/2000
- Gender : Female
- Nationality : Indian
- Blood Group : O+
- Languages Known : English, Kannada,
- Permanent address : #43 1<sup>ST</sup> Main 3<sup>rd</sup> cross Nagarabhavi Kottigepalya Bangalore District -560090

### Declaration

I hereby declare that all the above information furnished by me is true to the best of my knowledge.

**Date:**

**Place:** Bangalore

**( Pooja S R )**