Pooja M

10 years of experience in Data Management, Data Sorting, Data Entry, Data Curation, Email Process and Chat Process

LinkedIn Profile: https://www.linkedin.com/in/pooja-m-58a75b58

Current Location : Mumbai

Dob: 20 March1989

Contact: poojadm89@gmail.com/ 7718959572

Skills: Data Entry, Data Curation, Email, Chat, Team Leadership

Work Experience - November 2014 to present									
Employer	From	То	Role	Employm	Description				
Name				ent Type					
Foundation	April 2024	January 2025	Senior Consultant	Full Time	to help upload data in the company app				
CXO Nexus Inc	Mar 2023	Aug 2023	Data Curator	Full Time	to classify data into different types				
Hexaware Technologies	Dec 2021	Dec 2022	Senior Analyst	Contract	to provide speedy solutions to all the emails marked by the program administrators				
Axis Bank	Mar 2018	Dec 2020	Branch and Remote Banking	Contract	to carryout daily branch functions and banking operations				
HDFC Securities	May 2017	Mar 2018	Online Business	Full Time	to help in booking equity, IPO, Buyback, mutual fund orders through mobile app and trading application				
ICICI Securities	Nov 2014	May 2017	Quality Assurance	Full Time	to find out the reasons for surrender of insurance policies, to assist the compliance team in checking the authenticity of mutual fund transactions				

Education Credentials								
Qualification Specialization		Year	Institute / University / Board	Percentage				
Master of Management	Finance	2014	MET IOM - Mumbai University	66				
Bachelor of Engineering	Electronics and	2011	ACPCE - Mumbai University	56				
	Telecommunication		-					
	Engineering							
HSC	Science	2007	KJ Somaiya - Maharashtra Board	74				
SSC	All Subject	2005	St. Mary's English School	88				