



Romana Mujtaba

My Contact

✉ romanamujtaba@gmail.com

☎ 8008797084

📍 10-2-8/209, Metro Classique
Apartments, New Ac Guards,
Hyderabad, Telangana.

Hard Skill

- Social Networking
- Microsoft Office
- Financial accounting
- Customer Relation
- Creative Writing

Soft Skill

- Time Management
- Decision making
- Communication
- Multi-tasking
- Deep Dive

Education Background

- Villa Marie Degree College ,
Affiliated - Osmania University
B.com (Foreign Trade)
Completed in 2012 - 72%
- Villa Marie Junior College, Affiliated
- Osmania University
M.E.C (Intermediate)
Completed in 2009 - 71%
- Roots School (CBSE)
10th
Completed in 2007 - 70%

About Me

To succeed in an environment of growth and excellence by being dedicated and organised . To earn a job which provides me job satisfaction and helps me achieve personal as well as the organisational goals.

Professional Experience

Amazon - Transaction Risk Investigator
March 2023- September 2023 (6 months)

Key responsibilities:

- Investigate the customer accounts - BRI
- Identify any fraudulent activity and reduce fraud/ credit risk.
- Prevent unauthorised usage of invalid or leaked cards.

Personal Details

D.O.B - 28-03-1991

Marital status - Married

Languages known - English , Hindi and Urdu

Hobbies - Travelling, baking, reading & sketching

Achievements

Voted as the most hardworking employee in the team.

Completed training in lighthouse curator 3 .

Completed training in ' SPS, Code of Business Conduct and Ethics , Secure and Aware 2023