

CURRICULUM VITAE

Poornima.R

25 & 26/A, 2nd 'B' Cross,
1st Main, Srinidhi Layout,
Churchaghatta Main Road, J.P.Nagar,
7th Phase, Bangalore-560062.

Mob-No:+91-9845966875
E-Mail id: poornimaranganath93@gmail.com

OBJECTIVE:

To be associated with a progressive organization that gives scope to apply my knowledge and skills, and to be a part to a team that dynamically works towards the growth of the organization.

PROFESSIONAL SKILLS:

- Orientation toward setting and achieving goals.
- Responsible decision maker.
- Posse's capable interpersonal skills.
- Adopt very well any team environment.
- Fluent in verbal and written communication skills.

COMPUTER SKILLS:

- Tally ERP 9, MS Excel, MS Office, MS Power point & Internet.

EDUCATIONAL OUALIFICATIONS:

- B.A in Rajajinagar discontinued
- PUC from Rajajinagar pre-university in 2009 with aggregate of 51%
- SSLC from Nethaji Subhas Chandra Bose School in 2007 with aggregate of 52%

WORK EXPERIENCE:

1. Company: ALLSEC TECHNOLOGIES LTD

Designation: CSR (TATA Docomo and Syndicate Bank Verifier)

Duration : 25-Mar-2010 To 19-Oct-2013

2. Company: Athena BPO Pvt. Ltd.

Designation: TL (KOTAK MAHINDRA Insurance, Askme.Com, Vodafone

Duration : 20-NOV-2013 To 20-July-2017

3. Company: cFIRST Background Checks LLP(HR Related)

Designation: Subject Matter Expert (SME) | Operations

Duration: 04-Sep-2017 To Till Date

cFirst delivers excellence in service trust and compliance, a global leader in innovation technology intuitive of clients' needs providing fast secure, it involves various checks in which the employer will go through your education records, past employer details, identify check, resume check, and address check, once the candidate clears all the interview rounds and it takes up to 10 working days to carry out the process.

PERSONAL DETAILS:

Name : Poornima.R

Fathers Name: Ranganath.H

Date of Birth : 06-04-1992

Gender : Female

Nationality : Indian

Marital Status : Married

Languages : To Read ➤ English & Kannada

: To Write ➤ English & Kannada

: To Speak ➤ English, Kannada, Tamil & Hindi

DECLARATION:

I hereby declare that the above information is correct to the best of me know and I take complete responsibility for any false information.

DATE :

PLACE : Bangalore

(Poornima)