

# POOJA SINGH

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## PROFESSIONAL SUMMARY

**Analytical professional** with an **MBA in Data Analytics** and hands-on experience reviewing data, **identifying anomalies**, and producing clear, actionable reports. Skilled in **monitoring patterns, detecting red flags**, and documenting findings to support compliance and **decision-making**. Proven ability to work independently, meet deadlines, and maintain accuracy while coordinating with cross-functional teams.

## Core Competencies

- Attention to Detail & Quality Assurance · Dashboard Development · Transaction Monitoring & Anomaly Detection · Data Analysis & Red Flag Identification · Time Management & Deadline Adherence · Analytical and problem-solving skills

## EDUCATION

- |                        |                                     |           |
|------------------------|-------------------------------------|-----------|
| Pondicherry University | MBA (Data Analytics)                | 2023-2025 |
| Delhi University       | BBA (Finance & Investment Analysis) | 2019-2022 |

## EXPERIENCE

### Barclays | Collateral Analyst- vie Randstad

Aug 2025 - Sep 2025

- Analyzed property leasing documents to extract key information and support accurate asset valuation.
- Identified discrepancies in financial data and ensured documentation was complete and accurate.
- Collaborated with team members to meet deadlines and maintain quality standards

### The Indian Institute of Company Secretaries of India | Junior Associate (vie SBC EXPORTS)

Oct 2022- Sep 2023

- Reviewed and validated data for a 500+ member database, identifying and resolving discrepancies to maintain accuracy.
- Created reports to track performance metrics, enabling faster and more informed decision-making.
- Enhanced member satisfaction by leveraging data insights to address inquiries and nurture long-term relationships proactively

### Digital Team India | HR Intern

- Screened and reviewed 300+ resumes, supporting efficient candidate selection.
- Assisted in tracking hiring metrics and maintaining organized records for reporting purposes.
- Developed Power BI dashboards to improve reporting efficiency.

## INTERNSHIPS

### AineshRenewableTechnologies | Business Analytics Intern

Mar 2025 - Apr 2025

- Reviewed customer data to identify patterns that helped improve client retention
- Created simple reports that reduced manual work and sped up decision-making

### MedTourEasy | Data Analytics Intern

Sep 2024-Oct 2024

- Analyzed healthcare cost and service data using Excel and Power BI to identify trends and support operational decisions. Also, assisted in reviewing data to detect irregularities and improve risk visibility.

## PROJECTS

### Healthcare Risk & Fraud Detection in Medical Tourism |Excel, Power BI

- Reviewed healthcare cost and service data to identify unusual patterns and inconsistencies
- Documented findings and flagged irregularities for further review
- Applied analytical skills to detect red flags similar to transaction monitoring scenarios

## SKILLS

Excel (Advanced-VLOOKUP, Pivot Tables, Dashboard) · Power BI · Microsoft Word · Data Cleaning · Data Validation · Fraud Detection · Data accuracy · Reporting · Time management

## CERTIFICATIONS

- Deloitte's Data Analytics Job Simulation | Deloitte Australia (2025)
- Introduction to **Business Intelligence** | Corporate Finance Institute [CFI] (2024)
- Data Analytics** | Mainflow Services (AICTE) (2024)
- Excel Skills for Business Essentials | Coursera & Macquarie University (2020)

## LEADERSHIP & ACHIEVEMENTS

Project Pehchaan | Enactus, Delhi University

- PROJECT PEHCHAAN: Trained 30+ LGBTQIA+ women in creating sustainable fashion jewelry from textile waste
- DU JAT rank 107**