

Raveena Raju

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PROFESSIONAL SUMMARY

Detail-oriented professional with a background in forensic research, data analysis, and investigate processes. Experienced in verifying records, handling sensitive data, and ensuring compliance, strong problem solving and decision-making skills, with the ability to analyse trends and detect discrepancies in high-volume data environments. Adapt at working independently and maintaining confidentiality in sensitive investigations.

WORK EXPERIENCE

SEA College <i>Admission Coordinator</i>	Bengaluru,India <i>March 2024- September2024</i>
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- Provided clear guidance to prospective students regarding academic programs, fee structures, campus facilities, and orientation processes, enhancing problem-solving and interpersonal communication skills.
- Verified and processed student records, including educational certificates and identification documents, ensuring compliance and seamless enrollment onboarding.
- Managed first-year fee collection, issued payment receipts, and maintained accurate financial records, demonstrating strong financial oversight and attention to detail.
- Demonstrated strong teamwork and communication skills by coordinating with faculty, finance, and administration on admissions, while ensuring data accuracy and efficiency through meticulous student database management.

INTERSHIP EXPERIENCE

Intern, District Police Office, Kottayam, Kerala

Completed a 15-day intensive internship focused on cybercrime investigation techniques, forensic analysis methodologies, and evidence documentation, collaborating with officers at the Cyber Police Station to analyze digital evidence related to online offenses. Gained hands-on experience in forensic photography at the Photography Bureau and observed real-world investigations at the District Crime Branch, developing insights into criminal profiling, forensic procedures, and complex case management.

RESEARCH EXPERIENCE

A study on depression and suicide ideation among college students with reference to covid- 19.May 2021

Conducted research on the psychological impact of the pandemic on students, identifying key factors contributing to depression and suicidal thoughts through psychometric analysis, which revealed a high prevalence of depressive disorders, with female students exhibiting greater suicide ideation compared to males.

EDUCATION

Jain University <i>MSc Forensic Science</i>	Kochi, Kerala <i>2021</i> <i>cpga : 8.8</i>
Jain University <i>Bsc Forensic Science</i>	Bengaluru, India <i>2019</i> <i>cpga : 6.5</i>

KEY SKILLS

- Data Analysis
- Investigative Research
- Process documentation
- Microsoft Office 365
- Problem Solving
- Critical Thinking
- Communication skills

CERTIFICATIONS

Certified Security Analyst | *SOC Experts*