**SINDHU PALANISAMY**

# COMMUNICATION ADDRESS

3/98 school street,

Varathayangar palayam, Contact Number: 8220060744

Coimbatore – 641110 e-mail:sindhupalanisamy21@gmail.com

# CAREER OBJECTIVE

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

# EDUCATIONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***QUALIFICATION*** | **INSTITUTION** | **BOARD/ UNIVERSITY** | **YEAR OF PASSING** | **%** |
| B.COM.CA | K G College of Arts and Science | Bharathiar University | 2016 | 60 |
| XII (Higher Secondary) | Swathanthra Higher Secondary School | State Board | 2013 | 68 |
| SSLC | Swathanthra Higher Secondary School | State Board | 2011 | 59 |

***PROFESSIONAL EXPERIENCE***

Having **3 + YEARS (SEP 2017 – JAN 2021)** experience in **COGNIZANT TECHNLOGY SOLUTIONS** as **SENIOR PROCESS EXECUTIVE.**

Job Nature: **US MORTGAGE & CURRENT OWNER SEARCH**

# JOB RESPONSIBILITIES

* Handling all kinds of documents.
* Root Cause Analysis in the Quality Control Report.
* Review each county with provided URL’s and credentials.
* Perform NETRonline search to determine and confirm a property’s legal ownership.
* Executing Current owner search with the help NETRonline website & Thor
* Tracking the frequent errors and preparing documentation for Audit.
* Performs quality check and preparing EOD reports.
* Maintaining the quality of the handled process as per the given parameters.
* Having Knowledge in Current Owner search and Two Owner search.
* Worked in quality control for business requirements.

# APPLICATIONS USED

# NETRonline, DataTrace, DataTree, TitlePoint, Thor

# ACHIEVEMENTS IN PROFESSIONAL FIELD

* **UNICORN AWARD** for **BEST PERFORMER** as a fresher.
* **UNICORN AWARD** in the year of 2020 Q1 for being **TOPPER IN PRODUCTION & QUALITY.**

# TECHNICAL SKILLS

Programming Language C++

Database Management Tools Oracle, MS Access

Productivity Tools MS Word, MS Excel, MS PowerPoint

Accounting Tools Tally ERP 9

Operating System Windows

***CERTIFICATIONS:***

* Photoshop, CorelDraw.
* Tally ERP 9.

***PERSONAL SKILLS:***

* Adaptable
* Confident and self-motivated
* Excellent team player

***PERSONAL DETAILS:***

Name : Sindhu.P

Father’s Name : Palanisamy.S

Date of Birth : 21-07-1996

Nationality : Indian.

Languages Known : English, Tamil.

Place : Coimbatore Yours Faithfully,

Date : SINDHU P