|  |  | upma chhabra |
| --- | --- | --- |
| Career Objective Seeking a position to utilize my skills and abilities in industry that offers me professional growth and enhance my knowledge to provide ample opportunities for continuous growth. Contact PHONE:  9582519671  Language:  English and Hindi  EMAIL:  upmachabra@gmail.com Hobbies Cooking  Teaching  Reading |  | EDUCATIONMBA – Finance & Marketing Batch: 2012-2014  Kurukshetra University, Kurukshetra Bachelors of Education - Commerce Batch: 2017-2019  Tulsi College of Education, Ambala City  Kurukshetra University, Kurukshetra WORK EXPERIENCEGyandeep Sr.Sec. School – Gurgaon Social Science TGT teacher: Feb 2020 –Sep 2022  **Key Role:**   * Adapted teaching methods and materials to meet students’ varying needs * Identified area of weaknesses and eradicate it by interactive classroom atmosphere * Kept clear and effective communication with children, parents, teachers and leadership  Quatrro Mortgage Solutions Pvt. Ltd. – Gurgaon Mortgage Underwriter (Quality Analyst): Dec-2014 – July 2018  **Key Role:**   * Managed all the underwriting process for US mortgage * Helps team manager in day-to-day allocation of work to juniors and preparation of monthly MIS reports * Buddy Up - Imparted trainings to juniors on work process * Experienced in US residential mortgage underwriting, preparation of financial reports and appraisal report for individual loan applications   **Accomplishment:**   * Cleared CTET (Group 1 and Group 2)  SKILLS  * Strong written and verbal presentation and communication skills * Proficient in MS Excel, Word and PowerPoint applications |