Munna B. Thakar

1330 California Ave.

San Pablo CA 94806

(510) 965-1434

[notarykarma@gmail.com](mailto:notarykarma@gmail.com)

**Skills & Qualifications:**

===================

* Active listener.
* Bilingual (Hindi)
* Team player & People Person.
* Organized & proactive
* Time management
* Meticulous in all paperwork & Data Entry.
* Taking responsibility & willingness to improve.
* Good one -on-one skills.
* Situation evaluation & analysis.

Customer Services: 15 years’ Experience.

Notary Public & Signing Agent: 18 Years’ Experience.

**Education/Training**

=================

Institution Qualification Course of study

Contra Costa College Diploma Business Tech.

2600 Mission bell Dr.

San Pablo, CA 94806

Golden Gate University Diploma Business English

536 Mission St. SF, CA 94105 1997

**Licenses & Certification**

**===================**

Expiration Date

Notary Public State of California 07/2019

Insurance Agent CA Dept. Of Insurance 10/2019

Salesperson CA Bureau of Real estate 08/2019

Loan Originator NMLS Registry 12/2019

**Experience**

=========

10/99 -04/13 Alta Bates Medical Center Berkeley, CA

“Shift Supervisor”

Scope of work: Import all records, Radiographs & lab works in a data system.

Rapidly answered phone calls to determine patients requests & needs.

Create daily & weekly reports in QuickBooks.

Keeping track of visitors, patients & vendors to ensure No trespassing

Nor vandalism neither theft issues occur on site. Monitored CCTV.

Occasionally run errands as needed /requested by upper level management.

08/99-Current: Prominent Services Oakland, CA

“Notary Public & signing Agent”

Scope of Work: Work as a part of the team:

Notarized legal documents in timely manner & follow legal compliance of

Documents privacy.

Provide on time mobile Notary Public services to offices as well as households.