

Contact

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PERSONAL INFORMATION:

Name: G.Prathyusha

Father's Name: G.Raju

Nationality: Indian

Date of Birth: 10/10/1997

Languages: English, Hindi, Telugu.

Gender: Female.

Permanent Adders:

H. No: 1-3-58, Srisailam Project,
Kurnool dist., Pin Code: 518102

Gandham Prathyusha

Objective

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

WORK EXPERIENCE

ORGANIZATION NAME: *FIRST AMERICAN INDIA*

Designation: Process Associate.

Duration: October 2018 to till date.

Job Profile: 1

Validate the Real estate mortgage documents where we get the prescribed data and need to check each property in our official website.

Roles and Responsibilities:

- Maintaining effective quality and accuracy in production.
- Validating the mortgage documents and verify title company and title Attorney's.
- Perform quality check and assure to give with zero errors.
- To complete the tasks within the defined ETA.
- Transferring the knowledge to the new joiners.

Job profile: 2

- **WORKING ON US-MORTGAGE PROCESS (EQUITY LOAN SERVICES)**
- Searching for various documents of related customer property depending on client requirement for approval of Mortgage on the property.
- Searching for all the mortgages, liens, and cases on the requested borrower and generating a property report.

- Depending on the property generated mortgage will be approved for the requested borrower.
- Validating & Verifying the documents and arranging them in order.
- Escalation and communicating with the client on process related issues.

Roles and Responsibilities:

- Giving a Quality Assurance for Data & Finding data through Research.
- Has Expertise on all research tools that I have dealt.
- Has always maintained more than 100% Production with an average quality of 99.5% and above throughout my service.
- Perform quality check and assure to give with zero errors.
- To complete the tasks within the defined ETA.
- Present working on Online work called Red vision Project.

Educational Qualifications:

- Graduation in Bachelor of Commerce from Govt. Degree College, from Rayalaseema University, Srisailem project, in 2018.
- Intermediate (BIPC) from Govt. Junior College, Board of intermediate Education, Srisailem project in 2016.
- SSC from Govt Project High school, Board of secondary Education, Srisailem project in 2013

Technical Skills:

- Typing
- MS-Office

Strengths:

- Adaptable to any situations.
- Self-Confidence.
- Quick Learner.

Achievements:

- Achieved Service Excellence award.
- Achieved Team Excellence award.
- I have been awarded for giving best ideas for process improvement.

Declaration:

I hereby declare that the above mention information is the true and best of my knowledge.

Date:

Place: Srisailam project

G.Prathyusha