

# Curriculum Vitae

**Name:** Pooja Girani  
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## Carrier Objective:

To work in a challenging and motivating environment where I can learn, lead and innovate with a team spirit in a friendly and dynamic work atmosphere Enhancing growth of organization while solving real world problems using my skills and knowledge achieved so far.

## Work Experience:

**From March 2021- July 2022**

**Company:** Stellar Innovations private limited

**Role:** Title Examination

**Designation:** Process Associate

## Responsibilities:

Conducting title searches and examining title reports to ensure that title to a property is clear and free from any liens or encumbrances.

Reviewing legal descriptions of properties and verifying their accuracy.

Analysing public records, including deeds, mortgages, judgments, and tax records, to identify any potential title issues.

Communicating with underwriters, attorneys, and clients to resolve title issues and discrepancies.

Preparing title reports and communicating any title issues to the appropriate parties.

Collaborating with other team members to ensure efficient and accurate title examination processes.

Providing exceptional customer service to clients and maintaining positive relationships with them.

Maintaining accurate records and documentation of title examination processes.

Collaborating with management to identify areas for process improvement and to develop and implement best practices.

Processing the live orders in Edge View of Nextace, Title Point and Netroline

Involving weekly status calls with clients.

Assisting with the training and development of new title examiners, providing guidance and support as needed

Worked as Operator (Client Management) in **Home Credit India Finance Pvt. Ltd.** From Nov.2017 to Nov 2020

### **Responsibilities:**

Verifying information. Handling customer query and complaint through email

Collect & submit information / documents as per the loan process.

Inform clients by explaining procedures, answering questions providing information to the queries.

Maintains and improves quality results by adhering to standards and guidelines recommending improved procedures

Trained newly hired employees to achieve the targets.

Handling the Workflows for the required data.

Obtains proper information and data regarding invoice payments.

### **Application Knowledge:**

Outlook

MS office, Excel, and PowerPoint

### **Basic Academic details:**

Completed Bachelor of Computer Application BCA DMS Mandal's college of computer application, Begaum 2014-17

PUC 2nd from Shivaji padvi purva college, Haliyal 2012-14

SSLC from St. Paul's high school Balkunje

**Personal Details:**

<b>Date of Birth</b>	08-05-1996
<b>Languages known</b>	Kannada, Hindi, English and Marathi
<b>Marital Status</b>	Married
<b>Nationality</b>	Indian
<b>Interest and Hobbies</b>	Traveling, Cooking

**Declaration:**

I hereby declare that the above information and particulars are true and correct to the Best of my knowledge and belief. Thank you for your kind attention and walking through my CV.

**Place: Bangalore**

**Date:**

**Yours Sincerely**

**Pooja Girani**