**RESUME**

**Poornima Margutti**

#17 8th main 4th Cross

Navodaya Nagar, JP Nagar 8th phase

Bangalore-560100

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**Career Objective: -**

To get a challenging career is a concern which offers me the scope of widening the spectrum of my knowledge and allows me to apply all the knowledge that I have gained. Smart utilization of the skill that I have developed through learning and experience.

**Experience:- (Joining from April 2018 to Sep 2022)**

Working as a **Senior** **Process Executive** and Retail post-closing mortgage of US mortgage for the client- Truist Bank

* Under post-closing Final Doc, CA per Diem &State Fee Audit
* Proficient in using **mortgage tools** such as Lending space & Empower mortgage tool of US Mortgage.
* Acting as a SME in the process. Along with taking initiative like preparing reports (billing report and dashboard &Quality), Conducting huddle and discussion with team for error analysis on monthly basis.

**Role and Responsibility:**

* To ensure the allocation and timely completion of work by the Team.
* Review the sample work for quality assurance.
* Reply e-mail to clients.
* Training and mentoring of new joiners.
* Handle team time tracker and solve issues.

**Computer literacy and training certified:**

Basic of computer: Tally, MS-CIT (MS- Word, EXCEL, Power Point 2007, 2012)

* T- 100,T-200 retail banking basic domain certified
* Certified Transition Monitoring (Quality Training)
* Milestone Training 1.0 and 2.0
* Time Management skill, Presentation Skill, Design Thinkin

**Achievement:**

* Active and agile Performer of the team for the years 2020-2021
* Certified of appreciation Spot Award by Infosys

**Professional Strength :**

I am work oriented energetic person. Some of my strong points are:

* Proven ability to meet rigid deadline.
* Risk conscious.
* Ability to work in constantly changing and challenging environment.
* Good coordination and quick learning ability.

# Education

| Degree | School / College | City | Year |
| --- | --- | --- | --- |
| MBA (Finance) | KIMS College Dharwad | Gulbarga | 2015 |
| Bachelor Of Commerce | B R Ambedkar College | Gulbarga | 2013 |
| 2nd PUC | Govt PU college for Girls | Gulbarga | 2009 |
| 10th STD | ChetanYouth Forums School | Gulbarga | 2007 |

**Personal Detail:**

* Name : Poornima Margutti
* Father’s name : Shivaram
* Date of birth : 30-08-1992
* Nationality : Indian
* Marital status : Married
* Languages Known : English , Hindi and Kannada

**Declaration :** I hereby affirm that the above particulars are furnished true to the best of my knowledge . I assure you my sincerity and obedience to the norms of the company and to provide satisfying service to the management.

**Place: Bangalore** Poornima Margutti

**Date:**