

**N RamanaReddy** Email ID: [reddyramana22222@gmail.com](mailto:reddyramana22222@gmail.com) Ph No: 9573442602

## **Objective**

I prefer a challenging career with a result oriented concept with where my skills and personal strengths can be recognized besides sharing my knowledge and interaction.

## **Work Experience**

**Fresher**

### **Preclosing:**

### **Roles and Responsibilities**

- Verify borrower's information, property details with Flood Certificate, PurchaseContract Agreement, HOI Document, Title Fee Sheet, Tax Cert.
- According to the criteria set the closing date and approval expiration date and first payment date, first payment date and Doc's signed date.
- As per the loan type (Conventional loan, FHA Loans, VA Loans) we need to require and validate the LTV.
- As per the purchase contract agreement Earnest money is update on the pcl.
- As per the title fee sheet we are filling the fees on pcl.
- As per the tax cert and states, we are collecting tax.
- As per the HOI Document we are collecting the HOI Fee.
- And finally done the Docutech and prepare the initial cd and send it to Borrower for E-sign through our client mail.
- Ability to support and sustain positive work environment that foster team performance with strong communication.

## **Educational Qualification**

- Degree : (B.A) PARITALA SRIRAMULU Govt Deg Clg, Penukonda.
- Intermediate : (M.E.C) Andhra pradesh Govt junior college, Penukonda, A.P
- SSC. : ZPH high School, Guttur, A.P

## Technical Expertise

**Tools/Packages** : MS Office, MS-Excel.

## Strengths

- Adaptable of Team Work as an asset.
- Comprehensive problem solving abilities.
- Adapt Easily To New Environment & Responsibilities.

## Personal Details

Name	: N Ramana Reddy
Name	: N Rajasekher
Date of birth	: 02/06/2000
Nationality	: Indian
Sex	: Male
Marital Status	: Single Languages
Known	: English & Telugu.
Address	: 3/93/c Motuvaripalli(v),Penukonda(m),Anantapur( D),AndhraPradesh,515164.

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Signature

Guttur

**N Ramana Reddy**