

POORNIMA .P

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CAREER OBJECTIVE:

To take myself in a challenging career that will justify my hard work and to apply my skills in an environment that improve my career, life, acquired skills and to improve the organization in achieving its goals, thereby serving my duties with responsibility and commitment.

ACADEMIC PROFILE:

| Sl. No. | Degree | Institute | Percentage | Year of passing |
|---------|------------|---|-----------------|-----------------|
| 1 | B.E. (ECE) | SAVEETHA ENGINEERING COLLEGE | 8.43 (CGPA) | 2017 |
| 2 | H S E | ST. URSULA'S ANGLO INDIAN SCHOOL, CHENNAI. STATE BOARD | 90 | 2013 |
| 3 | S S L C | ST. URSULA'S ANGLO INDIAN SCHOOL, CHENNAI. ANGLO INDIAN BOARD | 89.6 | 2011 |

WORK EXPERIENCE :

Xome Services India Private Limited
Process Associate I

Full time
September 2017 to August 2018

- Worked in many process of US Mortgage.
- Quality analysed many process of Title.
- Mortgage industry professional with loan processing experience and a comprehensive knowledge of conventional and government loan programs.
- Diligent and detail-oriented thorough in gathering information, verifying loan documents and reviewing file documentation to guide each loan from preapproval to closing.
- Trained and supervised new staff.
- Processed challenging loan applications
- Took sole responsibility and managed one of the major client in the project for the last 6 months.

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- Environment: Soft Pro, Res.net, Title365, Gators.

TECHNICAL PROFILE:

- Fundamentals of Languages : Embedded C, C and C++
- Gained Knowledge in subjects like Digital Communication and Digital Signal Processing
- Acquired Practical Knowledge on Computer Programming and Object Oriented Programming

IM PLANT TRAINING:

- Completed Implant Training in “Doordarshan Kendra”, Chennai from 22-02-2015 to 26-02-2015
Observation: Learnt the basic fundamentals of Communication, Broadcasting, Up-Link, Down-Link, Operating Frequency and Modulation Techniques.

WORKSHOP:

- Attended Workshop on MATLAB at SSN College of Engineering.
- Attended Workshop on MEMS at Saveetha Engineering College.
- Attended a National Level Workshop on “Laser and Photonics” conducted by Department of ECE in association with EEE

EXTRA CURRICULAR ACTIVITIES:

- Member of College E-Cell
- Interested in Classical Dance
- Conducting Cultural Activities in my department

PERSONALLY TRAITS:

- Leadership
- Team player
- Multi-tasker

AWARDS AND RECOGNITION :

- Awarded Associate of Month twice for the Quality deliverable.
- Got appreciation for learning various process in Mortgage and technical skills in a short period.
- Cash Prize for getting high marks in French Subject in St. Ursula’s Anglo Indian School

DECLARATION

I hereby ensure that all the information furnished above is true to the best of my knowledge.

POORNIMA.P