

## **CURRICULUM VITAE**

### **Madhura Madhu**

**Career Objective:** To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

#### **Education**

**Post-Graduation Diploma in Bio Informatics** - CIST, Mysore University.  
**Bsc (Biochemistry, Botany, Microbiology)** - JSS College for Women's, Mysore University.

#### **Experience**

**1. June 2015- Till Date: Glenbrook Processing Private Limited**

**Process:** Mortgage (Pre-processing - Home Loan Refinancing)

**Job Description:**

Handling Refinance and purchase loans  
Performed Mortgage activity on various loan types  
Reviewing Credit Report  
Verification of income documents  
Verification of Assets  
Verification of Loan Disclosures as per different loan programs  
Performing various Order Outs

**2. July 2013 – May 2015: Market Research Company.**

**Designation:** Freelance Transcriber.

**Job Description:** Transcribing audio files.

**3. February 2011 –July 2013: Educomp Solution Limited.**

**Designation:** Smartclass coordinator.

**Job Description:** Training teachers to use smartclass and handling hardware.

**4. September 2009- January 2011: Hinduja Global Solutions.**

**Designation:** CSR.

**Job Description:** Resolving customer complaints.

## **5. September 2007- October 2008: Omnia BPO Service.**

**Designation:** CSR.

**Job Description:** Resolving customer complaints.

### **Technical Skills**

1. Basics
2. C language
3. C++ language.

### **Key Traits inherited in me**

- Quick learner
- Communication Skill
- Leadership Quality
- Team developing & Team work
- Analysis & problem solving abilities
- Handling Clients & Customer relations

### **Personal Details**

Name	:	Madhura Madhu
Address	:	#347, 2 <sup>nd</sup> cross, Bogadi 2 <sup>nd</sup> stage, Mysore
Contact no.	:	9036106300
E-mail	:	shinny_madhu@yahoo.co.in
Date of Birth	:	1 March 1986
Sex	:	Female
Marital Status	:	Married
Languages Known	:	Kannada, English & Hindi
Husband's Name	:	Madhu.S

### **Extra-Curricular activities**

- Listening to music, watching tv.

I hereby declare that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy.

**MADHURA MADHU**