



GLAVIA SANTHMAYOR

Bengaluru, Karnataka
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Altisource Business Solutions (Bengaluru)** 09.03.2023 - 13.09.2023
Associate, Granite
 - * Responsible for interacting by email with lenders, contractors and field inspectors to ascertain the required documents and information.
 - * Responsible for collaborating with onshore stakeholders via email and phone calls.
 - * Responsible to organize and prioritize work and meet strict deadlines as well as the ability to effectively communicate with outside parties.
 - * Responsible for obtaining pending documents and information and updating the system with the information provided by the lenders, contractors and field inspectors.
 - * Responsible for communicating with the clients through email.
- First Source Solutions (Mumbai)** 24.08.2020 - 01.08.2022
Mortgage Processing Specialist
 - * Provide support to loan officer and underwriter teams by ensuring the timely, judicious and accurate processing of mortgages.
 - * Review and verify borrowers' income, credit reports, employment histories, property appraisals and title insurance information to prepare loan applications for underwriting submittal.
 - * Ensure compliance with company policies, underwriting guidelines and lending program requirements.
 - * Communicate errors, corrections and rejections to loan officers.
 - * Efficient use of procedures, resources and programs to complete tasks.
 - * Processing Interest Only mortgage loans and evaluating financial documents.
- NGTC Gemological Grading India Ltd (Mumbai)** 06.02.2017 - 29.05.2019
Front Desk Executive
 - * Receiving goods (diamonds) from client.
 - * Preparing Entrustment Order(Contract).
 - * Returning the goods to clients after the testing process.
 - * Attending customer's enquiries, assisting in quotations etc. also attending to emails on regular basis.
 - * Handling Telephone calls.
 - Maintaining proper filing systems for office documents.
 - * Printing Certificates and Reports.
 - * Coordinating with other departments.
 - * Performing admin related duties.
- K.R Janardhan Babu Constructions (Mangaluru)** 25.04.2015 - 31.08.2016
Office Assistant
 - * Handling telephone calls.
 - * Typing various documents like quotations, invoices, general correspondence.
 - * Sending quotations and follow up the same.
 - * Providing complete secretarial day to day to the management.
 - * Maintaining proper filing systems for office documents.
 - * Handling stationery and grocery items for the office.

Education

- **Mangalore** 2015
Bachelor of Commerce
80%
- **Alvas Pre-University College** 2012
Pre-University
87
- **St. Thomas High School** 2010
SSLC
84

Skills

- Disciplined and well organized. Excellent Computer skills, telephone and email operations. Strong ability to work with a variety of people. Quick learner with a dynamic and enthusiastic approach. Excellent communication and interpersonal skills. Able to work under pressure and to meet deadlines

Interests

- Surfing through Internet, Participating in social activities

Languages

- English
- Hindi
- Kannada
- Konkani
- Tulu

Personal Details

- Date of Birth : 30/06/1994
- Marital Status : Married
- Nationality : Indian