

Shuaib Ahmed G.A

Associate

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☎ 8667006135 📍 Vaniyambadi, Tamil Nadu

in linkedin.com/in/Shuaib Ahmed

🎓 Education

Bachelors in Computer Science

Islamiah College, (Affiliated to Thiruvalluvar University)

2017 – 2020 | Vaniyambadi, India

HSC

Islamiah Boys Higher Secondary School

2015 – 2016 | Vaniyambadi, India

💻 Technical Skills

HTML

- Meeting with Web designers to discuss project design and layout.

CSS

- Computer language for laying out and structuring web pages.

UX Designer

- Role is to design a product or service usable, enjoyable, and accessible.

MS Office

- Word, PowerPoint, Excel, etc

Basic MySQL

- Database is a structured collection of data.

🧠 Soft Skills

Teamwork, Communication

Leadership, Flexibility

Quicker Learner & Adaptability

🧩 Application Knowledge

Qualia

SoftPro

📋 Job Profile

As a title processor helping buyers research and submitting applications for real estate title insurance during the sale or purchase of a property. And mainly obtain and research necessary documentations such as public title records, examine and verify their accuracy, submit title applications, ensure filing is compliant with local, state and monitor the progress of applications to receive a clear title.

💼 Professional Experience

Knowledge Splice Services Pvt Ltd

Title Processor - Open Order

2021 – Present

- Research and verify the accuracy of documentation such as property title records, property ownership, public records, deeds, leases, surveys, contracts, and agreements needed to produce a clear title.

KindLife Pharma

Medical Representative

2016 – 2018

- Scheduling appointments with doctors, pharmacists, and other healthcare professionals to promote company medications. Developing an in-depth understanding of company medications.

🌐 Languages

English	● ● ● ● ●
Urdu	● ● ● ● ●
Tamil	● ● ● ● ●
Hindi	● ● ● ● ●

📜 Certificates

- State Level Technical Symposium - Voorhees College, Vellore (2020)
- State Level Seminar - Islamiah College, Vaniyambadi (2019)
- National Level Technical Symposium - The New College, Chennai (2020)

🏆 Awards

First Place on Armed Force at Voorhees College - Vellore (2020)