



MANSOOR



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EDUCATION

- **BA Economics**
Calicut University

SKILLS

- DIFA- (Diploma in Indian and foreign Accounting)
- Tally
- MS Office
- Quick Books
- Peachtree

LANGUAGE

- English
- Hindi
- Tamil

PASSPORT DETAILS

Passport Number :I0696842

Issue Date : 09.05.2025

Expiry date : 08.05.2035

Place of issue : Cochin

PERSONAL DETAILS

Gender : Male

Nationality : Indian

Marital Status : Single

PROFESSIONAL SUMMARY

To Pursue my career in a company that makes full utilization of my initiative, to work as part of team to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.

WORK EXPERIENCE

- **WESTERN LOANS & REAL ESTATE Pvt. Ltd** (Kerala) 02 Years A non-banking financial company (NBFC) - Clerk

Job Description: -

- Participate in market analyses. Develop questionnaires; perform door-to-door and telephone surveys; assist in calculations and quantitative analysis; and research necessary records and statistics.
- Participate in the mortgage loan process, including credit ratings; underwriting verifications; truth-in-lending reports; closing documents; packaging loans for the secondary mortgage market; and so forth.
- Perform “in-house” appraisal functions such as obtaining comparable sales data, cost and income figures, and assembling reports for the appraisals.
- Prepare portfolios (property briefs) of prospective properties to be provided to a sales agent after the agent has qualified the client.
- Develop and maintain lists of “for sale by owner” properties for follow-up mailings and contact by the regular staff.
- **SOORYA BANKERS** (Kerala) 02 Years Clerk
- **PROFESSIONAL COURIER SERVICE** (Kerala) 02 Years Office Clerk

PERSONAL ASSESMENT

- Teamwork: worked efficiently with team members to ensure all tables received excellent service, assisting colleagues when required.
- POS Operation: taking cash and card payments, accurate order entry and reconciliation.
- Stress Tolerance: dealing with challenging customers and a high-volume workload while maintaining a professional and calm demeanor