

# Namrita Hansrai

**Certified Transaction Coordinator (CTC) | Licensed Real Estate Agent**

Dublin, CA | 510-364-2991 | nextsteptcservice@gmail.com

**Transaction Coordinator with Agent-Level Insight — Managing Every Detail from Contract to Close with Precision and Accountability**

## Professional Summary

CTC and California-licensed agent managing residential transactions contract-to-close. Known for organization, proactive communication, and smooth, compliant closings.

## Relevant Experience

**Real Estate Agent & Transaction Coordination** | 2021 – Present

- Managed transactions end-to-end from offer acceptance to closing
- Created and maintained Dotloop files, contacts, and timelines
- Coordinated with agents, escrow, lenders, and title companies
- Tracked deadlines: deposits, inspections, contingencies, closing
- Drafted/reviewed CAR forms: RPA, disclosures, addendums
- Coordinated inspections, repairs, final walkthroughs
- Ensured compliance and submitted files for review

## Types of Transactions

Residential resale | Buyer-side | Listing-side | Dual transactions

## Core Responsibilities

Contract-to-close management | Deadline tracking | Communication | HOA coordination | File submission | Closing coordination

## Licensing

California Real Estate License – Active

## Technology

Dotloop | Glide (CAR Forms) | MLS (Bay East) | DocuSign | Google Workspace

## Additional Strengths

Highly organized | Detail-oriented | Strong communication | Multi-transaction management | Client-focused