



# PUNNIYA S

LEASE ADMINISTRATION SENIOR ASSOCIATE II – ABSTRACTIONS

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## EDUCATION

- Kumara Rani Meena Muthiah  
College of Arts and Science,  
*Bachelors of Computer  
Applications*

Punniya S serves as a Lease Administration Senior Associate II – Abstractions for Mohr Partners, Inc. In this role, she brings over nine years of experience in lease abstraction across retail, commercial, office, parking, ground, and telecommunications/tower leases. She is highly skilled in reviewing complex lease documents, abstracting critical data, performing quality checks, and ensuring accurate database management.

Prior to joining Mohr Partners, Punniya worked at NTrust Infotech Private Limited as a Process Associate, where she focused on abstraction and quality review of lease documents across multiple regions, including multilingual leases, and managed property portfolio setups in Harbor Flex. She then advanced to Retransform, Apex Group as a Senior Analyst – Level 2, where she led quality reviews, data validation, estoppel preparation, renewals, and database migrations. In addition, she trained and mentored team members, monitored quality and productivity metrics, and handled client-specific portfolio needs.

Punniya has hands-on expertise with tools such as Harbor Flex, Tririga, Sequentra, CoStar, AMT, Yardi Voyager & Yardi One, Tango, MRI, Corom, ProLease, and Lucernex.

She holds a Bachelor of Computer Applications (BCA) from Kumara Rani Meena Muthiah College of Arts and Science, affiliated with the University of Madras.