



HEMA JANARTHANAN

LEASE ADMINISTRATION ASSOCIATE I – ABSTRACTIONS

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OFFICE: Chennai, India

EDUCATION

- Meenakshi College,
Bachelor's of Science

Hema J has joined Mohr Partners as a Lease Administration Associate I – Abstractions.

She brings over two years of experience in lease abstraction, having progressed from a Trainee to a Process Associate at NTrust Infotech.

Hema has hands-on expertise in abstracting English and multilingual commercial leases across diverse client portfolios, including ESRP, Namdar, Hines, Michaels, Federal, and Red Tree. Her work focuses on accurately extracting critical lease data, reducing data entry errors, and ensuring consistency and compliance with client requirements. She is proficient in tools such as REmaap, Annotation, LeaseGPT, APEX, CoStar, Visual Lease, and REAP.

Recognized for her attention to detail and strong collaboration skills, Hema has also supported junior abstractors and contributed to improving team productivity and daily workflows.

She completed Certified Abstraction Processing Training from eNTrust Software and Services Pvt. Ltd. and holds her HSC from Dr. K.K. Nirmala Girls Higher Secondary School (80.5%) and SSLC from Everwin Matriculation Higher Secondary School.