



MEENA GIRIRAJ

LEASE ADMINISTRATION ASSOCIATE II - FINANCE

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EDUCATION

- Loyola College,
Human Resource Management
- Meenakshi College,
Bachelor of Commerce

Meena G serves as a Lease Administration Associate II – Finance for Mohr Partners, Inc. In this role, she supports lease administration and finance operations, including lease abstraction, financial analysis, reconciliation activities, lease database management, and quality review to ensure accurate and efficient delivery of client services.

Meena brings over four and a half years of experience in lease administration, lease abstraction, quality analysis, and lease data management. She has extensive expertise in interpreting complex commercial lease agreements, abstracting critical lease and financial information, validating lease data, and performing quality reviews. She is experienced in analyzing CAM, taxes, insurance, and other expense recoveries, along with maintaining lease records in platforms such as Yardi, MRI, Leverton, and REMapp.

Prior to joining Mohr Partners, Meena worked as a Quality Associate & Subject Matter Expert at Ntrust Infotech Pvt. Ltd., where she played a key role in Lease AI initiatives by developing and refining prompts for lease data extraction, validating AI-generated lease abstraction outputs, and supporting the REMapp application. She also collaborated on client projects, conducted quality reviews, and mentored team members on lease administration processes. Earlier, she worked with Right Sourcing Solutions India Pvt. Ltd. and Accenture Solutions Pvt. Ltd., gaining extensive experience in lease abstraction, lease administration, financial analysis, and client support.

Meena holds an MBA in Human Resource Management from Loyola College / Pondicherry University and a Bachelor of Commerce (B.Com – General) from Meenakshi College for Women.