

Anirban Mukherjee

SENIOR PROCESS EXECUTIVE

Result oriented Mortgage Professional with extensive background in real estate lending,sales,foreclosure related legal aspect.Also having good knowledge of US Tax lien charges on County/State/Federal level.Ability to achieve results through energetic and positive focus.



✉ anirbanmukherjee1311@gmail.com

📞 8013805473/7980361596

📍 Location Preference: Bengaluru and Gurgaon,Hyderabad and Kolkata, India

🌐 linkedin.com/in/anirban-mukherjee9

📄 mukherjeeanirban1311

WORK EXPERIENCE

SENIOR PROCESS EXECUTIVE

Cognizant Technological Solution PVT LTD.

09/2017 - 09/2017

Kolkata,India

Achievements/Tasks

- Supervise **US Mortgage** document review process to verify all documentation is complete and matches the organization standards for account review.
- **Diligent** and **detail-oriented**-- thorough in gathering borrower information, verifying loan documents and reviewing file documentation.
- Mortgage experience in **Conventional, FHA & VA** loans (Government) products.
- Resolve customer queries sand provide correct and relevant information.
- Analyzing the risk involved in approving a loan to determine whether or not it is acceptable to the Investor.
- Responsible for accuracy and timeliness of all work performed, including proper management of timelines and meeting service level standards.
- Working collaboratively in a team environment, assisting underwriters, underwriting assistants and management team.
- Responsible for performing **quality control reviews** using metrics like RCA and 5 Whys? ,brainstorming, and maintaining QC log.
- Functions as subject matter expert assisting management, staff and account managers with resolving complex issues.
- **Innovating new ideas** for process improvement. For year 2018, I was recognized for contributing with maximum number of ideas - 37, out of which 17 have already been implemented by the company.

PROCESS EXECUTIVE

Cognizant Technological Solution PVT LTD.

09/2016 - 09/2017

Achievements/Tasks

- **Classification** – Indexed all types of Mortgage/Foreclosure/Tax lien documents by understanding & validating the details inside the document.
- **Validation**- keyword validation, data input validation, document flow validation, image validation.
- **Quality Control**- Quality check for each every document processed and maintained 99.97% Quality parameter.
- **Research** – APN, Address, Related Parties, Principal/Consideration amount, Title Company.
- **Client-End QC**- Validate the transmitted data in client IDE.
- **Reporting** – Inventory, productivity, Quality, EWS report, Stage status reports.

SKILLS

Judgmental Decision

Team handling

Detail oriented

4 C's of Underwriting

Good Communication

Mail handling

Time Management

Customer Service

TECHNICAL SKILLS

Reporting tools

Excel, Power Query,MS SQL, Power BI.

Programming Language

R Programming

PROFESSIONAL PROJECTS

SP-MG project (01/2018 - 09/2017)

- SPMG stands for Split and Merge, which was designed specifically for segregating documents from raw data.
- Streamlined the operation by implementing Lean Six Sigma objectives.
- Successfully transitioned the entire process from external client, guided the development team, implemented the concept on our production platform.
- Trained 32 team members on this.
- Achieved a 0% error rate, resulting in saving of approx. 2.5 Lakh INR per month for the company.

Indexing project (2018 - 09/2017)

- Details understanding of various US Mortgage sub documents (MTG, DOT, WD, G-DD etc.)
- Classify Mortgage, Foreclose, and Lien documents according to their sub document types.
- Keyword preparation for auto-classification through machine learning.
- Preparation of the title mapping sheet.
- Input in making Indexing SOP.

Rejects and Edit Project (01/2017 - 06/2017)

- Client rejection documents are need to be verified and do the necessary changes if needed.
- Rigorous check all the stage till transmission using defined parameter.
- Illegible document need to be verified with customers over a communication media to get better understanding.

CERTIFICATES

US Residential Mortgage certification (2016 - 09/2017)

Detail understanding of different type of mortgage document.

Operation Excellence (Cognizant) (04/2020 - 05/2020)

Operational excellence understanding that embraces certain principles and tools to create sustainable improvement within an organization.

EDUCATION

MASTER IN BUSINESS ADMINISTRATION

Suresh Gyan University,

09/2018 - 09/2017

Courses

- Prepare a project on Business Analytics.
- Perform a case study on buying trends of Indian sweets during the Diwali festival season.

BACHELOR OF COMMERCE

Calcutta University

05/2013 - 09/2016

Courses

- Co-ordinated multiple cultural events during at Sir Gurudas Mahavidyalaya, Calcutta University, 2015.
- Member of the College cricket team, Sir Gurudas Mahavidyalaya, 2014-2015.

ACHIEVEMENTS

Getting 100 % Quality (2019 - 2020)

Received appreciation from senior management for maintaining 100% quality for 1 year.

Client Appreciation (11/2019 - 11/2019)

Received client appreciation for giving proper update at right time which saved the TAT for the process.

Cricket Association of Bengal (2011 - 09/2017)

Active cricketer for Manbhum district in A-Division District Cricket League under CAB, 2011 - present

HONOR AWARDS

SPOTLIGHT (2016 - 09/2017)

COGNIZANT TECHNICAL SOLUTIONS

- Awarded with the prestigious SPOTLIGHT award for maintaining best accuracy and productivity percentage for 5 consecutive years, 2016-2020.

Unicorn Award (2016 - 09/2017)

COGNIZANT TECHNICAL SOLUTIONS

- Received the UNICORN award for taking extra initiative for development of process twice, 2018, 2019

INTERESTS

Cricket

Reading Novel

Chess

Teaching

Stock Market Analysis