



Contact

Phone

91-9900828732

Email

vishnuvardhanvardhan736@gmail.com

Address

#152 Chikkamuniyappa Garden near Ayyappa Swamy Temple Yelahanka old town Bangalore north, Bangalore, KA-560064.

Education

- Completed B Com from REVA College with an aggregate of 65% in the year 2017
- Completed Vijaya Chethana PU College with an aggregate of 55% in the year 2014
- Completed SSLC from Oxford English High School with an aggregate of 50% in the year 2012

Personal details

- Father's Name : SRINIVASALU REDDY
- Date of Birth : 08/02/1995
- Marital Status : Single
- Languages Known : English, Hindi, Kannada and Telugu.

Skills

- Proficient in mortgage loan processing and underwriting.
- Strong communication skills, both written and verbal.
- Knowledge of industry regulations and compliance requirements.
- Ability to analyze financial data and provide guidance to clients.
- Excellent attention to detail and time management.

VISHNUVARDHAN REDDY

Hard work and dedication are the words that define me. To be part of a team in a dynamic organization, where my corporate knowledge, experience and skills contribute towards the growth and the success of the organization and where Performance ensures Growth.

EXPERIENCE

• Worked as a Process Associate in Omega Healthcare PVT LTD

- Total Experience : 1 Year 3 Month

Process Names

- Medical Billing

• Worked as a Team member in SLK GLOBAL SOLUTIONS PVT LTD

- Total Experience : 2 Year 6 Month

Process Names

- Indexing
- Loan Setup

• Worked as a Senior Analyst in Archwell Operations India private limited, Bangalore.

- Total Experience : April to till date

Process Description: loan complete

- Experience working to completion of loan process in post-closing.
- Using loan dash application working in loan complete process, classifying the documents correctly with the document codes and extracting data from the documents

ACHIEVEMENTS

REWARDS AND RECOGNITION

- Received appreciation for delivering in the high quality of the service with almost no errors.
- Holds an appreciation Gift and an appreciation from Assistant Manager and TL for a quality of my work under and working under pandemic situation by clearing the volumes without errors.
- Received extra incentives more than thrice for high productivity and accuracy of work.
- Have been given floor support when it required for my team members within 6 months of my joining in indexing process

Responsibilities

- Having good knowledge on documents like Note, DOT, Payoff, Flood Certificate, Pay stubs, Bank Statements, Closing Disclosure 1003 etc.
- Retail direct imaging Notification, Retail Direct closing, Retail Direct Post Closing & Retail direct Final Documents Application used to index the documents : Scanning Station & Empower Having knowledge on documents like Credit & Appraisal Report, AUS and Title Commitment etc.
- Maintaining quality of 100% and TAT 100 % as per client target. Preparing daily production reports and MTD (Month to date) reports of the Team. Process training has given to the new joiner.
- Citing exceptions for the missing/incorrect documents and sending exception report to Team Lead to get new/updated documents Indexing all the required documents as per Client requirement.