

Summary

A challenging position providing career growth and stability in an environment where my skills can be utilized.

Company : Visionet systems Pvt. Ltd.
Position : Mortgage process(Global In-House center-GIC, Loan Origination)
Designation : Associate
Experience : 28th May2019 to June 2nd 2020
Role : Responsible for quantitative and qualitative output and achievement of targets assigned and operator control.

Regular Job Activities

- Approve loans within specified limits, and refer loan application sand refer loan applications outside those limits to management for approval.
- Meet with applicants to obtain information for loan applications and to answer questions about the process.
- Obtain and compile copies of loan applicants credit histories, corporate financial statements, and other financial statements, and other financial information.
- Review and update credit and loan files.
- Review loan agreements to ensure that they are complete and accurate according to policy.
- Assist staff with some indexing loans for a day.
- Create specific targets with internal partners to grow and improve loan volume and client satisfaction.
- Provide advice in the completion of process within established guidelines procedures.
- Ensure loan submittals met internal and external eligibility requirements.
- Gained experience in GICFHA, VA, Appraisal, Closing disclosure, Contract of sale, and Fanniemae, Underwriting findings.
- The end of the day teams leads are collecting the production.

Company : Fidelity National Financial India
Position : Analyst
Designation : Title Processor
Experience : 20th July 2020 to 05 January 2022

Regular Job Activities

- Worked in the California, Sacramento, Fresno.
- Perform title searches paying attention to details, creating a chain of title, tax search and locating all encumbrance affecting properties.
- Searching documentation such as mortgages, liens, judgments, easements, maps, contracts, and agreements in order to verify factors such as properties legal descriptions, ownership, or restrictions.

- Used public records to research titles for various client reasons to establish status of ownership and chain of title
- Located and analyzed applicable instruments including deeds easements deeds of trust mortgages and tax assessments
- Investigated and verified title vesting and encumbrances.
- Process all incoming orders/reports for all Washington and California states.
- Communicating with Supervisors, Peers, or Subordinates

Company:

SR PROCESS ASSOCIATE GSC' HSBC THROUGH RANDSTAD INDIA (JULY2023TO PRESENT)

- Handling Canada mortgage Transfers.
- Initiating Fund Transfer.
- Investigating financial data.
- Clearing the ETA queue.
- Processing customer payments.
- Monitoring Cashflow.
- Maintain HSBC internal control Standards.
- Maintain the 100% quality of the Task.

Skills

- Microsoft Office Suite : Word, Excel, Power Point, Outlook and Lync, MS Teams
- Operating systems : MS Windows
- Applications : Title edge, Citrix Receiver, Hub, Eta, Client connect.
- Databases : MYSQL, Oracle, PostgreSQL
- Others : Knowledge on Searching, typing and examining and Soft skills

Scholastics

- Obtained Bachelor of Civil Engineering from JNTU Anantapur in 2016, with an aggregate of 63%
- Intermediate with an aggregate of 62% from Board of Intermediate in 2012
- S.S.C with an aggregate of 69% from Board of Secondary Education in 2010

Strengths

- Ability to develop trust with teammates and guide team through crisis
- Good listener
- High spirited, optimistic& striving person

Personal Profile

- Father's Name : Mr. B. Reddy Naik
- Date of Birth : 10-05-1993
- Linguistic Proficiency : English, Telugu &Hindi
- Willingness to Relocate : Yes

DATE:

PLACE:

SIGNATURE:

