

SIDDHARTH J

Curriculum Vitae

Email-Id: siddharthj0199@gmail.com

Robertson Block, Bangalore -21, India.

PROFESSIONAL EXPRIENCE/

OBJECTIVE/

1. Project: **USMortgage (SLK Global Solutions Pvt. Ltd) [June 2020 – DEC 2022]**

Role: Transcriptionist

Responsibilities:

- Trained and Certified in Correspondent Loan Setup, Pre-Purchase Review & Indexing.
- Analyzing the current mortgage loan status to proceed further as per the procedure.
- Hands-on Knowledge in Mortgage Closing Documents.
- Handling Reports and deliver training to the new joiners.
- Walkthrough Client training in Loan Analyst transcription.
- Attending client calls in regards of process update and clarifications. Performing QC for New Joiners and passing feedback to Team Leader.
- Responsible for updating LOB Dashboard to showcase process performance (All Loan Level SLA' s including process metrics are demonstrated).

Seeking a challenging position in an organization which has developed a matured and responsible approach to undertake a task or situation, that I am presented with others to achieve a certain objective on time with excellence. A proven track record of significant improvements in learning processes, productivity, and quality. Demonstrated competencies in delivery of team work, communication, and interpersonal skills.

2. Project: **Expedia Process Associate (IGT Solutions) [March 2023- Present]**

Role: Customer Support Executive.

Responsibilities:

- Reliable agent working for the customers to solve their queries and the issues with the hotel, flight, and other activity bookings.
- Trained agent on the Amadeus.

EDUCATION

COURSE/ EXAMINATION	INSTITUTION/ UNIVERSITY	YEAR	PERFORMANCE
BCA	REVAUNIVERSITY	2020	6.54CGPA
PRE-UNIVERSITY	CARMEL PU COLLEGE	2017	51%
SSLC	SJRPRIMARY AND HIGHSCHOOL	2015	64.48%

PERSONAL
DETAILS

Father’ sName – S Jayaguru
Mother’s Name - J Nagajyothi

Marital Status – Unmarried
DateOfBirth – 1/NOV/1999

Linguistics – Telugu, Tamil, English, Kannada, Hindi
Contact No: +91 7619447114

Nationality: Indian

DECLARATION:

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

PLACE:

DATE:

CORE COMPETENCIES

- **Languages:** Programming in C, C++ with OOPS concept, Java Basics, Python Basics, SQL, Java8 Basics
- **MarkupLanguage:** HTML5 Basics, CSS3 Basics

SPORTS ACHIEVEMENTS

- Participated in inter college Volleyball competitions.
- Actively participated in swimming competitions.

HOBBIES/INTERESTS

- Travelling and Trekking.
- Music & Podcasts.
- Cricket, Swimming.