



Mayankkumar Lad

Process Specialist

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 Maliyadhara kumbharwad, Chikhli, Navsari, 396521, Gujarat

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Process specialist with 5+ years of experience. Under direction, performs a variety of duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex transactions reports. And provides highly responsible assistance as always believe in teamwork.

WORK EXPERIENCE

Tata Consultancy Services

(October 03, 2017 - Present)

Loan specialist

- Working in Us Mortgage loan services and mortgage loan operations.
- Review the loan application, title commitment, appraisals, insurance, Voi, credit reports, credit inquiry, flood, person tax 1040, business tax, asset, etc all necessary documents
- Check the loan application and review all the mandatory checkpoints and ask documents as per requirements.
- Analyzing information regarding a borrowers Income, assets , debts and determining the proper loan program for the borrower.
- Ordering all necessary supporting documentation such as voe, title, appraisal, transcripts,Tell the story, insurance. Ordering and receiving all applicable loan documents, perform document review of mortgage loan file for completeness.
- Submitting files to underwriting and communicating with current status reports.
- Ensured the privacy and security of a customer's files every step of the way.
- Worked quickly and efficiently to have loans processed as quickly as possible.
- mandatory process of identifying and verifying the client's identity.

SKILLS

Documents validation

Documents Kyc

Analytical skill

Knowledge of banking and computer software

Communication skill

MIS Reporting

MS Office Tools

Quality Management

Self confidence

LANGUAGES

English

Hindi

Gujarati

EDUCATION

V. S patel Art's & science college Bilimora Bachelor of science	(June 30, 2013 - March 31, 2017)
I. C Desai high school Talavchora 12th science	(June 30, 2011 - March 31, 2013)
I. C Desai high school Talavchora 10th science & Maths	(May 31, 2010 - March 31, 2011)

AWARDS

Team Award On the spot team award	(November 02, 2018)
Star Award BPS star Performance Award	(June 05, 2020)
Wings Award Talent Development Elevate wings Award	(November 16, 2022)
Star Award BPS Star performance Award	(September 30, 2022)

CERTIFICATIONS

30+ Tcs internal Certificate