

THOMSON M

Bachelor of commerce

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OBJECTIVE:

Intend to build a career with a progressive and professional organization with challenging and responsible opportunity, to utilize my strength and skills towards organization and personal growth.

ACADEMIC PROFILE:

Degree	University	Year Of Passing	Percentage
B.com	LOYOLA COLLEGE	2016-2019	52%
H.S.C	MCC Hr Sec School	2016	74%
S.S.L.C	RBANC Hr Sec School	2014	82%

WORK EXPERIENCE:

HCL TECHNOLOGIES

Designation	Associate Analyst
Duration	Jun 2021 - Till Now
Client	Commonwealth Bank of Australia (CBA)

POSITION OF RESPONSIBILITY:

Process: DocuSign Fulfilment. (Apr 2022 – Till Now)

Nature of Work

- To deals with customer's Home Loan Documents with the highly secured environment.
- Processing loans from the clients, will receive the documents or certificates from the lender and brokers.
- We use to conduct Verification of Identity (VOI) and checks particular eligibility criteria.
- Need to make a key check on Identify of any changes in Customer name in Charges & Owners under the section of security.
- Indexing the received documents and review the documents by using the tool.
- After meeting the required eligibility criteria we need to make an Envelope sent Along with a Mandatory Documents to respective Lenders and Brokers.

Process: Email Filterings. (Feb 2022 – Mar 2022)

Nature of Work

- Received Discharge/ Refinance retail form from the customer, Solicitor, Conveyancer & Other Financial Institutions.
- This process involves taking of Customer ID & State from the tool and then updating in the email by filtering the subject and proceed with a add – in process and make a manual interaction for the further step.

Process: Discharge/ Refinance Home Loan. (Jun 2021 – Jan 2022)

Nature of Work

- Received Discharge/ Refinance retail form from the customer, Solicitor, Conveyancer & Other Financial Institutions.
- Investigate the home loans like Repaid, Substitution for existing property, Release the property, Commercial and Refinance.
- Create CHLM for appropriate properties provided in DA form and process as per the customer request to release or Refinance the Properties.

EXPERTISE QUALITY:

- Strong Team Player.
- Positive and Flexible in nature.
- Honest and Hardworking.
- Time Management

PROFILE:

Father's Name : Magimairaj F
Date of Birth : 10-08-1998
Address : No: 10, Q Block Nariyangadu Police Quarters, L.G Road, Pudupet , Ch: 02
Nationality : Indian
Language known : Tamil & English
Marital Status : Unmarried
Hobbies : Football, Cricket and music

DECLARATION:

I do hereby declare that the above information is true to the best of my knowledge.

Place: Chennai

Date:

Yours sincerely
(THOMSON M)