

Harshavi Vadlaputi

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CAREER OBJECTIVE

To work in a dynamic workplace that gives me a wide spectrum of exposure to utilize my education and experience towards fulfillment of personal and Organizational goals.

PROFESSIONAL EXPERIENCE

Wells Fargo (July 2018 – Present)

Designation : Financial Analyst

Team : Real Estate Records Management (Insurance, UCC and Taxes – Core)

Profile:

Working as a “**Financial Analyst**” in Real Estate Records Management (UCC, Insurance and Taxes) process at WELLS FARGO (Mortgage servicing Bank).

As an analyst, I am responsible to audit the Collateral type and collateral location for both insurance, UCC and tax process.

1. To reach out to the Agents, Borrowers, Loan administration Manager and relationship manager in timely manner and to assure the Property and Liability insurance are to be renewed by the borrower every year.
2. To Monitor that the tax monitoring is on file for the customer every year. Sending out the notices to the customers if there are any tax delinquencies identified. (Tax types - Service contracts, Amendments and Delinquencies)
3. Actively monitoring the UCC's which are to be received from the customers every 6 years in the respective areas of UCC.(UCC types - Monitoring, Continuation, Termination & Amendment)
4. Cross trained in CUIT - UCC process for handling the volumes and to clear the backlogs. (Types - Historicals, Continuations - Unrecorded and Recorded, Amendments and Terminations)

➤ Key Roles & Responsibilities - Insurance, UCC & Taxes:

- Responsible for meeting my production and quality numbers in all the process in insurance, UCC and Taxes.
- Monitoring of mail box and act accordingly without delay. Distribute work among the team on priority basis in all the processes.
- Responsible for Day End reporting, with respect to utilization, productivity, TAT, time monitoring and quality in both the processes.
- Responsible for providing training and support to new team members regarding the domain the process related aspects.
- Responsible for providing domain trainings to the entire team regarding the new applications.

Other Projects:

- Part of Flood remediation project in Wells Fargo, was identified as a quick learner, and got promoted for Ad-hoc projects
- Maintained Work Quality above 98% in Wells Fargo

Project Experience:

Project 1: Associate Financial Analyst – Insurance Mortgage – COE Flood Insurance

As an analyst, I am responsible to audit the properties in Special Flood Hazard Area and trained on Loan placing Orders.

Following are the key deliverables:

- Validation of address from various documents and applications
- Placing orders accordingly to know whether the property is in flood zone or Non-flood zone
- Intimate the borrower by notifying them when the property is in flood zone
- Auditing the Flood Insurance Policy Certificates as per their expiration dates accordingly
- Communicate borrowers for any queries or clarifications via mail
- Communicate the borrowers to verify the contents and their values of property.

Project 2: KARVY STOCK BROKING LTD– (MBA Final Year Project)

Project Title: Performance evaluation of Selected Mutual Fund schemes

Project Area: Mutual Fund

Company: “Karvy stock broking ltd”, Tirupathi

Objectives:

- To compare the performance of each balanced fund scheme with their benchmark and index by using Sharp measure, Treynor’s index and Jensen measure.
- To know the risk and returns of the selected mutual fund schemes.
- To evaluate which selected mutual fund scheme performs better to yield high rate of return.

Certifications/Technical Qualifications:

- ❖ Certified for CMS 1.0 and 2.0 from Wells Fargo.
- ❖ Attended Various Domain knowledge sharing sessions and L&D Programme.
- ❖ Proficiency in MS Office Suite (Word, Excel, & PowerPoint), Adobe PDF.
- ❖ Certified in basic level of Investment Foundation Program (CFA Institute) at Wellsfargo.

Key Accomplishments:

- ❖ Achieved Champion award.
- ❖ Received multiple shared success for multitasking, flexibility both at process level and also in other activities.
- ❖ Received recognition from the line of Business in Wells Fargo.
- ❖ Coordinated and Volunteered for SPARSH activities across Wholesale Operations.
- ❖ Best student recognition award from ABVP organisation.

- ❖ Stood first in elocution competition as part of republic day celebrations in AITS.
- ❖ Stood eighth in mega talent reward exam conducted by Master Minds.
- ❖ Attended Research Methodology Workshop & Application of SPSS for data analysis conducted by AITS Institute.

SCHOLASTICS

Course	Board/University	Year of Passing	Percentage/CGPA
MBA [Finance]	Annamacharya Institute of Technology & Sciences [Autonomous]	2018	83%
B.COM [computers]	SV University	2016	82%
Intermediate	Board of Intermediate Education, AP.	2013	91.1%
SSC	Board of Secondary Education, AP.	2011	90.1%

Personal attributes

- Ø Ability to work well in team as well as individual.
- Ø Good communication skills.
- Ø Diligent attitude towards work, ability to excel in new roles and learn quickly.
- Ø Self-confidence, Hardworking, Adaptable to any environment.

Personal Information

Name : Harshavi Vadlaputi
 Date of Birth : 7 January 1996
 Nationality : Indian
 Languages Known : English and Telugu
 Hobbies : Reading Books & playing indoor games
 Marital Status : Single

Declaration:

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

Place: Hyderabad

(Harshavi Vadlaputi)

Date: