

Chaitra N

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CAREER SUMMARY

- 3 years of work experience in US Mortgage.
- Good Knowledge on Foreclosure Document preparation.
- Cross-Trained in Doc control, Notary Book process.
- Preparing the legal standardized documents, which the attorney was preparing.

TECHNICAL SKILLS

MS-Office : MS Excel, MS Office Family.

Operating System : Windows Family.

PROFESSIONAL ORGANIZATIONS

- **INFOSYS BPM LTD** - From December 2018 to June 2020.
- **WellsFargo Centre** - From June 2020 to November 2021.

EDUCATION

- **M.B.A** in Finance and Human Resource Specialization in VTU CPGS, VIAT Campus, Chickaballapur with 66.61%
- **B.Com** in Vishnupriya college of management studies, Bangalore University with the 65%.

Infosys BPM Ltd

Process : Mortgage (US)

Organization : Infosys BPM Ltd.

Role : Senior Process Executive.

Roles and Responsibilities:

- Distribution of work to the team members and guiding them throughout the process.
- Responsible in handling day to day metrics and publish the week/month report on timely Manner related to Schedule, TAT, Productivity and Internal & External Quality data.
- Allocation of the work on time, track, and capture the data within the agreed TAT. Performing quality Audits for samples of the team to ensure quality scores are within agreed SLA.
- Responsible for analysing the Document package of foreclosed loan.
- Providing a legal document that is uploaded by Attorney office and verifying documents

WellsFargo Center

Process : Mortgage (US)

Organization : Wells fargo Center

Role : Loan Servicing Specilist-2

Roles and Responsibilities:

- Conducting internal audit within team.
- Responsible to detect Errors in documents package
- Cross Trained in SMA imaged Document Preparation.
- Thorough in gathering borrower information, verifying loan documents.
- Working on daily reports (MS Excel).

Strengths:

- Strong Leadership qualities with very determined nature.
- Good problem-solving capability.
- Strong Interpersonal Skills.
- Capable of working in a team as well as an individual.
- Good communication skills, Ability to Work Hard.
- Eagerness to upgrade my skills and apply the same in project.

Achievements and certifications:

- Stood as topper in the Origination level.
- I got 1 outstanding in Infosys.

PERSONAL DETAILS

Husband Name - Mr. Anil gowda TN
Date of Birth - 26th February 1996
Language known - Kannada, English and Telugu
Permanent Address - Tharabahalli(Village), Hindiganala(Post), Hosakote (Taluk) and B'Lore
(Rural-District) -562122, Karnataka, India

Declaration

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

Date:

Place:

[Chaitra N]