

CURRICULUM VITAE

ARUNALA.SHASHANK

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Career objectives

To associate with progressive organization that gives scope to update my knowledge and skills according to latest trends and be a part of team that dynamically works towards the growth of organization and gains satisfaction thereof.

Academic Record:

Graduation (B.Com) from Ousmina University

Intermediate (MEC) from Chaitnya Junior College,

Gautami Talent High School, Hyderabad

Technical Skills

Preparation of MIS Report (Daily, weekly and monthly performance report)

Good knowledge of M.S Word, Excel, Power point

Good typing skills (50 w.p.m)

Work Profile:

Currently Working in COGNIZANT TECHNOLOGY SOLUTIONS PVT. LTD from 2021 Till now .

Project Name: Reverse Mortgage Solutions (Loan on Boarding)

Roles and responsibility: PE

- We work on HECM and CASH account loans and work for loan setup for new loans
- Need to check all the DOC related to the borrower.
- Verifying borrowers and Co-borrowers address, SSN, Phone No, DOB and signatures in 1003-1009 Doc and Note Doc.
- Used to check property details in Appraisal Inspection Doc.
- We also check Hud1 settlement Doc for settlement date.

- Must check loan summary Doc for appraisal value, expected interest date and Total loan amount,
- We check recorded mortgage and Note Doc for margins, credit type, Arm type, Rate At closing and rate index type.
- Need to check death certificate whether the Borrower or co-borrower is Dead or alive.
- Need to alternate contact form for alternate phone number and address.
- If the in Any Doc the details are missing, or the Doc pages are missing, or its blur needs to send query to client to upload a new Doc.
- After completing all the required fields, we submit the loan to the onshore team.
- Meeting daily target with 100% production and quality, maintaining SLA's.
- Attending client calls and giving updates to the team, sending EOD.

I have worked in multiple projects for different Client in USA Mortgage Process in Origination and Servicing process.

Project Name:

Loan Audit Department in Corresponding Lending Process.

Roles & Responsibilities:

- We basically work on Conventional, FHA and VA Loans.
- We Work in Loan Audit department where we need to verify all the Docs of borrower.
- First Our Indexing Team segregate all the Documents Like 1003, note, identification ,1008 form, hazard, appraisal doc and save in the Folder.
- Once indexing Team place all the requirement documents, that will come to Loan set up team where Our loan set up team need to enter all the borrower information in our client applications.
- Once Loan set up team entered all the information in client application, then our work starts As Loan Audit team.
- We need to check whether all the docs are available or not like Hazard insurance, 1003 initial, final, identification, appraisal, 1008 form, 4506 C, Final AUS form ETC.
- We need to also check all the information are entered by Loan set up team correctly entered or not.
- We also need to prepare some report like Fraud report, Mind box, Scrub report Data Validation etc.

- If any documents are missing, we will add condition so that it will trigger to borrower for pending Docs. Then borrower should provide the pending documents for Funding.
- If all documents are present and all report showing pass, it will go for Funding.

Project Name: Google India (Client)

Worked on Google AdWords Billing Migration project. This is the process of migrating the database from old user interface to the new. All the details in the database such as Customer ID, Legal Customer Name, Budget information etc.

AdWords : Payment of the ads as given in the Internal Customer Service Pages and determining whether it should be paid or cancel the payment for the ads in last 90 days or all-time mode. Collection of all the Ads, Payment and the products as per the price and deriving it.

Key Result Areas : Preparing daily, weekly and monthly reports for the process throughout, Performance, Productivity, Error rate, Quality, etc.

Preparing shift timing reports

Achievements:

- Prior to Google worked with COGNIZANT GLOBAL SERVICES PVT LTD (CORELOGIC Global Services Pvt. Ltd) from 6th June to till now.

Personality traits:

- Positive attitude
- Quick learner
- Self-confident
- Hardworking nature

Personal Profile:

Name: Arumala Shashank

Father's name: A.Ramesh

Date of Birth: 12-07-1998

Marital Status: Unmarried

Religion: Hindu

Nationality: Indian

Languages known: English, Telugu & Hindi

I hereby declare that above mentioned details are true to the best of my knowledge.

Place: Hyderabad

Date:

(A.Shashank)