

Professional Summary

Working as a “Senior Financial Analyst” in TAXES process at WELLS FARGO since 2017.

EDUCATION

M.B.A 2014- 2016 M.R.M Institute of Management

WORK EXPERIENCE

Operations Accountant: Wells Fargo

Team: **Commercial Mortgage Tax Department**

Progressive experience in the analysis of **financial data**; Starting with the loan life cycle; Setting up the loan database in our records by extracting legal documents and doing parcel reconciliation by checking the documents provided by borrower in past years; Making tax payments by contacting the vendor on behalf of Borrower; Monitoring the accounts and checking if the **tax payments** are taking place timely and accurately; Payment and reconciliation of the refunds processed. Sending emails to the borrowers regarding timely payments; Sending letters to the borrowers in case of any delinquencies or shortages. Cancelling the contract for all the paid of loans: Making the Check or **Hard cash payments** of the excess funds available in the account.

Roles and Responsibilities:

- Responsible for meeting my production and quality numbers in 27 different processes
- To process investigations / enquiries of incoming, outgoing and returned payments in a timely manner, adhering to laid down procedures
- Responsible for all the payment and reconciliation of the credits pending for the loan.
- **Quality Check (QC)** for the all the processes to ensure there is no miss.
- Display strong decision-making, analytical thinking, and oral and written communication skills
- Adherence to the SLA's – productivity, turn-around-time, and accuracy
- Seek opportunities to improve process by initiating best practices and **risk mitigation**

Other Projects:

- Prepared a template of sending automatic emails and letters to the borrower on a click by filling in all the information
- Worked on idea project to link up of two applications which results in the borrower information to be updated from one application to other with a single button.
- Worked in Cash Processing Team for Sub Service Payment Project.
- Worked in Cash Processing Team for 2 months for loans which went into default.

Achievements:

- Achieved **Champion award** for exceeding for consistently 3 months
- Received Debut Star Award in 2018 for meeting the efficiency and quality.
- Received shared success for multi-tasking, flexibility, innovation at process level and other activities

POSITIONS OF RESPONSIBILITY HELD

Position and Event	Period	Key Responsibilities and Achievements
SPOC Sparsh Event Risk Event	2018- 2019	- Teaching kids in school as a part of sparsh - Responsible for planning a BCP Situation for a property under flood zone – Performed a skit and stood out as the winner team

PROJECTS/INDUSTRIAL TRAINING/CERTIFICATIONS

- Certified for Commercial mortgage services 1.0 from Wells Fargo
- Certified for **CFA Level 1** from Wells Fargo
- Proficiency in MS office suite (word, excel, power point), Adobe PDF
- Attended Various Domain knowledge sharing sessions and L&D programmes
- Languages known: **Telugu, Hindi & English**

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Participated in 10K run in Wells Fargo as a part of runners and riders club
- Interested in writing poetries and making craft items.

Declaration:

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

Date:

Place: HYDERABAD

V.Priyanka