

SHILPA DONGRE

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Analysis with 6 years of rich experience in leading and managing a range of **Loan pipeline, Payoff/ Paystub/ Tax calculation, Handling 4 C's (Credit, Capacity, Collateral, Capital. Wire Transactions, Share Transfer & PF calculation transfer, Amendment in Insurance.** Looking for a career enrichment opportunity where my knowledge, experience and interpersonal skills can be utilized to the fullest enabling me a challenging and rewarding career.

EXECUTIVE SUMMARY

- Strong handling command fund accounting with accuracy and efficiency.
- Experience in Insurance per-underwriting calculation.
- Proficient in handling Sales Contract, Taxcert, Payoff, Paystub, W2, Hazard, & Bank Statement

SKILLS

- Collaborative, Verbal Communication, Patient, Quick Learner, Friendly, Organized.

NOTABLE ACCOMPLISHMENTS

- Successfully achieve the set goals and maintain the accuracy as well as TAT set as per client requirement.
- Support our self as well as team for better processes improvement.

PROFESSIONAL SCAN

Coforge Ltd. Pune
Loan Analyst (per underwriting)

Since March 2021 to Jan 2023

Key Deliverables:

- Reviewing and verifying of loan applications and supporting documentations to analyse the risk and requesting additional information based on the findings.
- Reviewing all 4's of underwriting (Credit, Capacity, Collateral, Capital)
- Ensure following of selling guide of Fannie Mae and Freddie Mac
- Making loan eligibility decisions and approving or rejecting the loan applications
- Documenting and effectively communicating reasons for the approval/rejection of the loan
- Ensuring compliance regulations are followed in the loans.
- Provide support to loan officer so CRM regarding questions and clarification of inquiries and underwriting guidelines
- Maintain accurate pipeline by documenting conversation log and tracing loan progress
- Experience in reviewing of the Borrower profile including credit, income, assets, collateral, compliance, employment and other lending risks
- Credit report review, also reviewing forbearance & deferment, Derogatory, Bankruptcy, Natural disaster.
- Review and collect underwriting conditions and submit conditions for underwriting final approval.
- Analysis of Assets, Income and Credit to ensure borrower profile, transaction and properties meet the company's lending criteria under the guidelines of Fannie Mae (FNMA)/Freddie Mac.
- Working closely with loan processor to answer the loan specific underwriting questions to discuss specific conditions or documentation requested and to resolve problem.
- Working on Document transcription, transcribe HOI, Taxcert, Paystub, W2, Bank Statement,

Mphasis Ltd., Pune
Sr. Associate

Aug 2017 to Oct 2019

Key Deliverables:

- Working on Wire transfer by verifying the client data as per the bank detail and transfer the amount all over the globe
as per there requirement also convert the currency based in country if required.
- Transfer the Shares by processing Journal requested in client provider account and also investing money for them by shares on behalf them from financial Institutes .
- Doing PF calculations and transections by provided data.
- Working in Pipeline by maintaining SLA, supporting colleagues & new joiners for processing.
- Always taking and maintaining all new updates provide by client.

WNS Global Services Pvt. Ltd.
Sr. Insurance Anyalyst

April 2015 to July 2017

Key Deliverables:

- Assisting with policy renewals including compiling renewal data for underwriting submissions.
- Reviewing the insurance policy and endorsements for accuracy and request changes form as necessary.
- Processing and managing the insurance reported and in-house workers comp., general liability, property, and auto claims.
- Processed applications, payments corrections, endorsement and cancellations.
- Prepared necessary paperwork to process insurance document and renewals. Making change in insurance documents as per requirement.
- Handling per-underwriting and insurance risk premium calculation
- Supporting team to learn the document & handling their queries.
- Prepared Excel Notes for process improvement and easy to understand and also maintain daily updates.

ACADEMIC CREDENTIALS

- B. Sc from Sridhar University in 2012

PERSONAL DOSSIER

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| Date of Birth | 19 th November |
| Languages Known | English, Hindi and Marathi |
| Passport No | N7430097 |
| References | Available on request |