**G.SOWMYA Email: gudatisowmya**@gmail.com

**Mobile:** +91-9959351883

**Career objective**

To take a challenging post for understanding business change needs, assessing the impact of those changes, analyzing and documenting by utilizing data from diverse financial and information systems to support the communication.

**Experience:** 12/05/2014 to 30/10/2015

**Company:** Cognizant

**Process:** Mortgage Insurance Documentation

**Job Role:** I am working as Process Executive to ensure that documentation met organizational, compliance and quality requirements and Trainer for new.

**Responsibilities**

* Process basic and specific loan files including FNMA and FHLMC loans.
* Control and resolve borrower issue / Legal attorney issue / as per sale type with onshore team on Phone or Emails
* Ensure all forms and lists related to a certain document are complete as per work out options.
* Prepare files for underwriting, closing and submission to MI companies.
* Gather and organized all relevant credit information required to document mortgage loan files for suitable sale type.
* Analyzed, reconciled, and submitted loan packages for underwriting approval inside required time frame
* Maintained admirable customer service standards with both internal and external        customers.

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year of Passing | Course | University / Boards Exam Passed | Institution | Percentage |
| 2013 | M.B.A[HR,Finance] | JNTUH | Aurora’s Engineering College | 72% |
| 2011 | B.Com  [Computers] | Osmania University | Sri Nava barat degree college | 84% |
| 2008 | CEC | Intermediate Board | Buddha poornima junior college | 76% |
| 2006 | 10th | SSC Board | Presidency High School | 68% |

**Technical Qualification**

* MS-Office (Excel, Word, PowerPoint).
* Tally 9

**Academics, Achievements & Awards**

* Active participation in college seminars and events.

**Personal Profile**

Name : G.Sowmya

Father’s Name : G.Venkat Rao

Date of Birth : 06-04-1991.

Language Known : Hindi, English, Telugu.

Sex : Female

Marital Status : Married

Nationality : Indian

Hobbies : Dancing, Cooking, Reading books.

Present Address : H.no: 504,,

O.U.Colony,Shaikpet,

Hyderabad -500008

**Disclaimer**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place: (G.SOWMYA)**

**Date:**