**RESUME**

**A.Bharathi**

**Address:** #203 Ramchandra building,           Email:bhanusudha72@gmail.com

Govinda settipalyam,

KonnapanaAgrahara,Electronicity            Mobile:9591199352/9160705012

**CAREER OBJECTIVE :**

Obtain a position in a financial sector as a Mortgage Loan Process where in my abilities and skills will be utilized towards the growth of the organization.

**Professional Summary:**

* I Have totally 7 years of work experience in US Mortgage filed as Senior Analyst
* Sound knowledge on Initial Closing Disclosure, Initial Qc, Closing (Work UP), Mortgage Pay history (FHA, VA),Loans servicing.
* Good knowledge in Indexing.
* Proficient communicator with very good interpersonal skills.
* Excellent command over verbal and written communication
* Ability to develop and implement competitive loan services
* Good knowledge on data analysis, management and daily reporting
* Ability to handle multiple tasks and maintain confidentiality
* Proficient in meeting deadlines and work in a team environment

**ACADEMIC PROFILE :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICAION** | **INSTITUTION** | **UNIVERSITY** | **YOP** | **PERCENTAGE** |
| B.SC Computers | K.E.S. College  (Palamaner) | Sri Venkateswara University | 2011 | 70% |
| Intermediate(MPC) | Madhu Junior College | Board of Intermediate                Education | 2008 | 77% |
| SSC | High School, Palamaner | Board of Secondary   Education, Hyderabad | 2006 | 67% |

**TECHNICAL SKILLS :**

* **Packages  : MS Office**
* **Operating Systems :** Windows7,Windows8

**EMPLOYMENT HISTORY:**

1. I Have Worked has a **Process Associate** for mortgage non-voice process in  **Flat world Solutions private limited, in 4.9** year Experience.

2. I Have worked has **First Source Ltd for** mortgage Non-voice Process in **Senior Analyst**

**1.6 month work Experience.**

**3.** I have working at **Archwell Operation Pvt.Ltd** US Mortgage process as a Senior Analyst 6 months work Experience

**Roles & Responsibilities:**

* Communicate with clients for any queries regarding issues in process.
* Got Cross trained in various processes by the Clients and consistently maintained 100% Accuracy.
* Conducted process training for all the new joiners.
* Preparation of various trackers and allocation of work to the team.
* Achieving daily productivity and quality target

**PERSONAL PROFILE:**

**Name : A.**Bharathi

**Father's Name :** A. Chandra Sekhar

**Date of Birth :** 5/4/1991

**Gender :** Female

**National :** India

**Status :** Married

**Languages known :** Telugu , English, Kannada, Tamil

**Declaration:**

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

**Place: (A.Bharathi)**