



Mr. Sahjul Hoque

Senior Analyst – US Mortgage



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[Sahjul Hoque](#)



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Kadamtala, Dharmanagar,
North Tripura, Tripura-
799261

SKILLS

✓ Excel	★★★★★
✓ VBA	★★★★★
✓ Macros	★★★★★
✓ Power Query	★★★★★
✓ Pivot Table	★★★★★
✓ Power BI	★★★★☆
✓ MS-Word	★★★★★
✓ PowerPoint	★★★★★
✓ Outlook	★★★★★
✓ Basic HTML	★★★☆☆
✓ CSS	★★★☆☆

EDUCATION

Master Degree (M.A)

IGNOU

Political Science-2018-2022

Graduation B.A.

Tripura University

Arts-2014-2017

Higher Secondary (+2)

TBSE- Board

Arts-2012-2014

Madhyamik (10th)

TBSE- Board

2012

ABOUT ME

My name is Sahjul Hoque, I have completed Master Degree in Political Science in 2022, I have overall 68 months (5.8 years) of experience.

EXPERIENCE

Senior Analyst – Loan Boarding (U.S Residential Mortgage Banking)

GoModer / Bengaluru / 31st-October-2022 to Present.

Loan Boarding, Order Management, MIS-Reporting.

- Closing Tasks as per the client request and open new tasks.
- Verifying Appraisal document and update appraisal status in to a client application.
- Assigning BPO tasks for appraisal request.
- Sending entire team Reports to Management and clients.
- Working with MIS team for preparing dashboard.
- Preparing Macros and VBA enable workbook for simplifying the MIS process.
- Analyze Pivot and Power Query for MIS Dashboards.

Senior Analyst – Post Closing (U.S Residential Mortgage Banking)

First Source Solution / Bengaluru / 5th June 2018 to 31st May 2022

Loan Boarding, Indexing and Loan Processing.

- Verifying all the documents and validating as per the client checklist.
- Segregating all the individual documents and uploading into the client application.
- Requesting Appraisal Document, Credit Report and Flood certificate.
- Ensure all at Initial conditions are met as per Underwriter requirements.
- Reviewing all the bulk closing packages.
- Reviewing Hazard Insurance.
- Verifying all the basic thumb rules.
- Providing Training to the new joiners.
- Sending team production reports to management.
- Follow-up with QC-Team for team error and provide the needful training.

Faculty Teacher – IT Computer Teacher

Career Edge C.E.C. / Tripura/ 1st Jan 2016 to 1st Jan 2017

Providing basic knowledge about computer software and hardware.

- Explain about importance of computer.
- Providing basic knowledge about M.S Office
- Basic Hardware knowledge i.e., RAM, ROM, Processor, Etc.

ACHIEVEMENTS & CERTIFICATION

- ✓ 8th Times Best Performer Awarded And 9th Appreciations,
- ✓ Anti-Fraud Management Awareness Program-2020