

# Mohit Singh Bisht

Resourceful professional with 1 year of experience in USA Mortgage in Closing Settlement Services many other aspects. Posses excellent analytical skills and good adaptability & flexibility to a dynamic work environment.

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## SKILLS AND PROFICIENCIES

- USA Mortgage
- Closing Settlement Statement Services
- Intermediate MS Excel- IF Statement, VLOOKUP, HLOOKUP, PIVOT CHARTS
- International Client Interaction
- Experience in working in Fast Paced Pressure Environment
- Experience in Time Management with Highest Accuracy

## INTERESTS AND ASSOCIATIONS

- Course on Financial Literacy conducted by the ICT Academy.
- Part of National Cadet Corps.
- Chess
- Leadership Podcast
- Cricket
- Table Tennis
- Travelling

## LANGUAGES

- English(Conversational)
- Hindi(Native)

## WORK HISTORY

Process Associate

Xome Inc., an affiliate of Mr Cooper Group  
(September 2020- June 2021)

Job Description

- Preparation of Settlement Statement as Instructed by the Loan Processors.
- Managing and Updating Tax Search Across USA states by NetroOnline
- Uploading Necessary Legal Documents into AtClose i.e. Closing Disclosures, Payoff, HOI, 1003.
- Providing Effective Support to the Loan Processors via Follow-up Mail and Complete Information.
- Communication with the Internal Team for Updated Title Commitment and Tax Certificate.
- Adharance to the SLA and No Compromise on the Quality.
- Matching Title Charges and Recording Fee with the Title Hound.

## EDUCATIONAL BACKGROUND

*B.COM(Finance)*

*(06/2017 – 07/2020)*

*Kristu Jayanti College, Bangalore*

*CGPA: 8.00*

*Senior Secondary*

*(03/2016 -05/2017)*

*Army Public School, Bangalore*

*Percentage: 82%*