

MAILSWAMY A

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CAREER OBJECTIVE:

I am sincere working with a sense of responsibility. I have judgment and analytical skills, Interpersonal relations and commitments towards work. I would like to contribute my share towards the development of the firm and I believe that the skill I possess would make me successful in the field where I am.

EDUCATIONAL QUALIFICATIONS:

Education	College Name	University Name	Year	Percentage
B.B.M(Finance)	Bhrathi college, Bharathinagara.	University of Mysore	2015	66%
P.U.C(Commerce)	Nisarga independent P.U college, Kollegala.	Department of Pre-university education	2012	80%
S.S.L.C	Govt. High School, Ellemala.	Karnataka secondary higher education	2010	60%

EXPERIENCE DETAILS: 01

Company Name : Infosys BPM Limited

Designation : Senior Process Executive in US-Mortgage

Date of Joining : 02-MAY-2016 – 29-MAY-2018

Responsibilities-

- Verifying the mortgage documents like Application 1003, HUD, Note original, Underwriting document (1008), Escrow statements, Appraisal report, PUD, Hazard insurance, Flood insurance, Security instrument, Title commitment, Warranty deed, etc.
- Updating all information about property and borrower to client application.
- Follows loan Post closing checklist to ensure that all required information/Docs are available.
- Prepares a complete list of all outstanding items remaining after review or corrections that must be made and promptly forwards to Onshore Retail Lenders.
- Performs accurate input of all required Data entry to Empower regarding file.
- Validation of Borrower Details and Property Details.
- Conducting risk analysis and scrutinizing relevant documents.
- Expertise at client relationship building, providing quality customer services and resolving and complaints.
- Auditing loans of the new joiners & helping while processing loans.

- Exhibits an honest work ethic with the ability to excel in fast-paced, time-sensitive environments and people management.

ACHIEVEMENTS:

- Successfully achieved targets as stipulated by the company.
- Received top performer of the month for the highest production numbers and quality.
- Conducting fun activities and Events.

PROJECTS:

- CA PER DIEM Project.
- State Fees Audit Project.

EXPERIENCE DETAILS: 02

Company Name : CAPGEMINI TECHNOLOGY SERVICE INDIA LIMITED

Designation : Process Associate in US Retail Banking

Date of Joining : 23-JULY-2018 to till date

Responsibilities:

- Verifying the checks and detecting the fraudulent activities.
- Responsible for sorting and reviewing checks to ensure that all items are valid and to make the payment as per guidelines.
- Review each digital check image on screen and review it again a digital snippet of the signature.
- Compare the check with previous paid companion checks for similarities, if not matching escalate.
- Escalated checks are sent back to customer for correction, SLA completed with 100% accuracy.
- Application - TRIPS, RUMBA, NETQUERY, FILENET, Check free partner care.

TECHNICAL SKILLS:

- MS-Office, MS Excel, MS outlook
- Tally 9.0

STRENGTHS:

- Ability to grasp concepts quickly.
- Willingness to cooperate with others in a team.
- Smart & Hard work.
- Good Communication Skills.
- Communicate with Leaders and enthusiastic to learn new things.

PERSONAL PROFILE:

- **Father name** : AYYUNAIIKA
- **Date of birth** : 10 May 1994
- **Religion** : Hindu
- **Language known** : Lambanni, Kannada, English, Hindi, Tamil and Telugu.
- **Present Address** : # 101, first floor, Sai Ganesh PG, Near Anugraha Hospital,
Electronic city, Bangalore-560100.
- **Permanent Address** : S/o. Ayyunaika, # Dommanagadde Village,
Kollegal Tq, Chamarajanagara -571439.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Bangalore.

Signature
(MAILSWAMY)