

Curriculum vitae

Priyanka Arjun Jagdhane

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Hadapsar

Pune 411028

CAREER OBJECTIVE

To find an opportunity to work in a creative and challenging environment, where I can use my capabilities and enhance them in order to make the best out of it for the organization.

WORK EXPERIENCE

	Employer	Tenure		Designation
		From	To	
1	SitusAMC	24-June-2021	Present	Income & Credit Analyst
2	Mphasis	5-Nov-2019	10-May-2021	Pre-Underwriter
3	Krazy Mantra	15-Jan-2019	31-Oct-2019	Process Associate

❖ At SitusAMC the Roles & Responsibilities

- Working as an Income & credit Analyst.
- Processing Conventional, FHA, VA loans.
- Processing Purchase & Refinance loans.
- Calculation of borrower income for different income types i.e. Wages, Self-employment Sole Proprietor, C-Corp, S-Corp, Partnership etc.
- Calculation of borrower income for SSA, Retirement, Pension, Annuity and Rental income calculation.
- Verification & calculation of borrower assets as per the requirements.
- Verifying Bank Statements, large deposit, EMD, Gift funds, CD and other asset types.
- Processing HARP / Refiplus Loans.

❖ At Mphasis the Role Responsibilities

- Was working as a Pre-Underwriter.
- Pre- Ops Processing Convention loans , Refinance loans, Purchase loans, FHA, Digital Income and SSL loans.
- Verification of all Income types and required docs verification.
- Verification of Asset type and required docs verification.
- Verification of Credit Report.
- Verification of Purchase Contract.
- Sub-process reviews : CIP, Investor Salability, Credit Box and Data Verification.
- Verification of Disclosures.
- Processing all docs for Docs Aliasing. (Indexing)

❖ At Krazy Mantra the Role Responsibilities

- Was Working as a Process Associate.
- Processing Conventional loan, FHA Loan and VA Loan. Verifying Borrower final closing documents and checking all property documents.
- Review of Loan documents, Property documents and closing documents. i.e. 1003, Consummation CD, NOTE, Deed Of Trust, etc.
- After Completing the docs review updating required Conditions as per the missing docs and missing fields for the loan.
- Processing Purchase and Refinance Home Loan.
- Review all the Employment docs i.e. VOE/VVOE as per the source of employment of client.
- Review all the third party documents from third party source on call i.e. Home Owners Insurance Policy, Title and Appraisal.
- Review Appraisal Report to check if there is any damage in property and if so then request for a final inspection report of a property.

❖ **PLATFORMS :**

- Direct 2 (D2)
- ENCOMPASS
- CITRIX
- MPX
- EIV
- CLARITY
- ACUITY

PERSONAL DETAILS

Name : Priyanka Arjun Jagdhane
 Date of Birth : 02-03-1996
 Gender : Female
 Nationality : Indian
 Marital Status : Unmarried
 Qualification : BE (Electronics)
 Languages known : English, Marathi, Hindi

EDUCATIONAL QUALIFICATION

Qualification	Year of passing	Institution	Board/University	Percentage
SSC	2011	Kendriya Vidyalaya Solapur	CBSE	76.60%
HSC	2013	Sangameshwar College, Solapur	Pune Board	56.83%
BE	2017	WIT College, Solapur	Solapur University	70.13%

DECLARATION

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

(Priyanka A Jagdhane)