



K Roopesh Kumar

Analyst

CAREER OBJECTIVE - To work in an Organization where I can utilize my abilities developed through experience and education with an opportunity for growth based on skills and performance.

Contact

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Address

#175, MPA Building, 1st Cross,
Muneshwara Layout, Munnekolal,
Bengaluru - 560037

Education

B.Com

2012
CMJ University

Diploma in Computer Education

2009
Sri YVS & BRM Polytechnic, AP

10TH

2004
Kendriya Vidyalaya, Rourkela

Tools Worked

- AWS
- Caliber H2O
- Citrix
- SAP
- MS Office

Language

English Hindi Telugu Oriya

Hobbies

Cooking Crafts Drawing

Experience

○ First Source Solutions Ltd

APR 2020 - DEC 2023

Analyst

Tools: AWS, Citrix, Caliber H2O.

Professional Description:

Worked for different Mortgages Like- Freedom Mortgage as Pre -Funding, worked for PHH Mortgage as Pre- Closing, Fraud Investigation and also worked for Caliber Home Loans (NEWREZ) as Pre -Underwriter.

•As part of the Mortgage Operations took part of process Transition, understanding the business needs and worked as per the client requirements.

•Good Knowledge on processing the Loan as per the Standard Operating Procedure.

•Checking the customer documents which is submitted at the time of submitting the loan application.

•Reviewing, Indexing and also downloading the Documents for same servicer companies and uploading those documents in E-file.

•Entering the Details in the checklist after reviewing the loan.

•As per the checklist its classified into different sections- Validate loan data, Applicant documents, General Tasks, Application review, Credit, AUS, Liabilities, Assets, Income, Disclosures and Final review.

•After completing all the sections in the checklist next step is to do the final part in the H2O by uploading the checklist.

•Familiar with the different documents like – 1003, AUS, Appraisal, bank statements, 1040, Income Documents (W2, WVOE, Paystub), Note, Mortgage Statement, Home Owners Insurance, Payment History, Payoff, Home Loan View, Credit Report, Fraud Report, Closing Disclosure, FHA Case Assignment, VA Benefits.

•Sending e-mail to the client if I found any mismatch or any required document is missing in the E-file.

Achievements: 1. Best Performer award received for the month of "Aug 2022.

2. Stand out Performer award received for the Month of Oct 2022.

○ Indian Agro and Food Industries Ltd.

JAN 2018 - DEC 2019

Quality Analyst

Tools: SAP, MS Outlook, MS Excel

Professional Description:

Worked for client IB Group, Working for Customer Operations process for Sales of Poultry Products.

- As part of the Customer Operations took part of process Transition, understanding the business needs and worked on client requirements.
- Good Knowledge on customer operations and adding new customers to the business.
- Visiting the customer’s shops for discussing about the issues in daily transactions.
- Preparing Monthly reports in Ms. Excel of daily transactions.
- Entering Daily transaction on SAP In the closing hours.
- Maintaining the daily records manually of sales, cash and stock booking.
- Doing physical stock on weekly basis and reporting to the concern department.
- Taking Pre orders from the customers, according to the size and quantity.
- Maintaining the legal documents up to date as per the Food department and Health Department.
- AS a senior member, I always been responding client calls and also guiding the team members along with the other responsibilities.

My Contribution: Act as a Team Lead, helping team members and provide training to the new Employees.

○ Indelox Services Pvt Ltd
JUN 2014 - AUG 2017
Sr. Executive

Tools: SAP, MS Outlook, MS Excel

Professional Description:

Worked for client Brand Scientific Equipment’s Pvt. Ltd., Corporate office is in Mumbai, Headquartered in Germany.

- Receiving Shipments in the Bonded ware house of different customers.
- Maintaining Stock of Different customers according to the bond wise in the ware house.
- Preparing Invoices for the materials which is order by the clients.
- Handling month end closing and reporting actives and closing reports to the reporting Manager.
- Releasing shipments according to the customer needs on priority basis.

My Contribution: Being a part of the team proved as good team player on the daily based work and

Rewards and Recognition:1. Star Performer award received for the best employee of the month “Dec, 2016”.
2.Got second prize in Chess Competition.

○ **Global Infotech**
MAY 2011- DEC 2013
Accountant

Tools: Tally ERP, Ms -Excel, MS Outlook

Professional Description: Preparation of vouchers sales and purchases, Bank cash transactions.

- Bank statements reconciliation are done on every week.
 - Sale and purchase Invoices entering in Tally of different customers.
 - Maintaining Stock of Different customers.
 - Preparing Invoices for the materials which is order by the clients.
- Handling month end closing and reporting actives and closing reports to the reporting Manager.

○ **Shivam Ventures Pvt Ltd**
MAY 2010- FEB 2011
Jr. Accountant

Professional Description: Vouchers Entry, Contra, Inventory etc.

- Bank statements reconciliation are done on every week.
 - Sale and purchase Invoices entering in Tally of different customers.
 - Maintaining Stock of Different customers.
 - Preparing Invoices for the materials which is order by the clients.
- Handling month end closing and reporting actives and closing reports to the reporting Manager.

Declaration

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

Place: Bangalore

K Roopesh Kumar