



# Vahid Khan

Koperkhairane, Navi Mumbai   
+918779338380   
vahidkhan12340@gmail.com   
LinkedIn Profile 

A Process Associate with overall one year of experience in the Mortgage industry (Recording Specialist). Prioritizing the smooth running of the company's processes improving production rates. We used to receive files that includes documents like property documents, notary, etc., in the tool ResWare, we validate the documents and if there's any correction to be made then we send the file to the tool Simplifile for corrections. Dedicated specialist with experience in achieving tangible results with good quality of deed and submitting the files on time. Proactive and excited to partner with like-minded individuals to achieve goals.

---

## Skills

- Adaptability
- Communication Skills
- Microsoft Excel
- Relationship Management
- Quick Learner

---

## Experience

JUNE 2021 – CURRENTLY WORKING

### Process Associate / WRJ SOLICITORS

- Inspected quality of output, recording findings and suggesting remedial action to prevent sub-optimal production.
- We used to receive files that includes documents like property documents, notary, etc., in the tool Remote Desktop Control, we validate the documents and if there's any correction to be made then we send the file to the tool Simplifile for corrections.
- Notified quality assurance personnel of production flaws suggesting improvements.

SEPT 2021 – MAY 2022

### Junior Process Associate / Verity Global Solutions Pvt Ltd

- Inspected quality of output, recording findings and suggesting remedial action to prevent sub-optimal production.
- We used to receive files that includes documents like property documents, notary, etc., in the tool ResWare, we validate the documents and if there's any correction to be made then we send the file to the tool Simplifile for corrections.
- Notified quality assurance personnel of production flaws suggesting improvements.

---

## Education

2021

**Bachelor of Commerce / Tilak College of Science & Commerce, Vashi**

2018

**HSC / Oriental College of Science & Commerce, Sanpada**

2016

**SSC / Navi Mumbai Vidyalaya, Vashi**

---

## **Hobbies**

- Gym, Cricket, All types of Sports.