**ADITYA VARMA**

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**Experience**

I have 3+ years of experience on US Mortgage, Currently I am worked in **FMC** and I have good working knowledge on US Mortgage.

**First Mortgage Company Pvt, Ltd. (11/01/2016 to 24/03/2019)**

Worked as a Senior Process Associate in Mortgage Process in **First Mortgage Company Pvt, Ltd.**

**Process: Loan Origination (Loan Setup)**

* As a Senior Process Associate my job is to cross verify the documents and also to come up with defaulter list.
* Verifying and uploading information to the application.
* Double-check every document thoroughly.
* Mistakes made by the loan originator we have to correct before the file lands in the unforgiving hands of an underwriter.
* Pulling pipeline reports and assigning loans to team members, consolidate report and generate Pivot report in absence of Team lead
* Sending completion report to client in absence of team leader.

**Process: Post Closing/Indexing**

* As a Process associate my job was to stacking documents and upload document in related folder.
* Establish good working relationships with all Customers and Representatives in assigned area.

The Bookmarking Documents are,

* 1003(loan Application, URLA),
* Appraisal (1004),
* Note,
* 4506-T,
* Pay Stub,
* DOT,
* Mortgage,
* Title Commitment,
* 1040 Tax Returns,
* 1040Tax Transcripts,
* W-2 Tax Returns,
* W-2 Tax Transcripts,
* VOE,
* Income,
* Purchase documents.

**EDUCATION**

* Secondary School from ZPBH School, agali.

**COMPUTER KNOWLEDGE**

* Working knowledge in MS Office Suite (Excel, Word, PowerPoint)
* Working knowledge in OS: Windows.

**KEY SKILL**

* Excellent performance when working in a team.
* Analysis very well any situation and come with solution, that is my analytical power.

**DECLARATION**

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

Date:

Place: Bangalore (R ADITYA)