



SIJO GEORGE SUNNY

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SKILLS

- Workflow planning.
- Microsoft Office expertise.
- Office management software.
- Strong communication, observational and listening skills.
- Flexible and adaptable approach to work.
- Team working skills and the capability to work under pressure.
- Organizational and problem-solving skills.
- Familiarity with technology.

EDUCATION

- B.A Economics from Mahatma Gandhi University (2010-2013)

CONTACT DETAILS

Permanent Address

Marippara House
Kanjirappara (P.O)
Kangazha, Kottayam
Pin:686555

Current Address

Manakkodam Road
Elamakkara
Kochi: 682026

PERSONAL SUMMARY

I am seeking a competitive and challenging environment to attain the peak of success with my hard work and potential in shortest possible time. To yield a better work prospective to the organization and a competitive working environment to my subordinates with full encouragement and whole-hearted participation.

WORK HISTORY

❖ **Organization** : *Altisource Business Solutions Pvt. Ltd, Bangalore.*
Experience : *From 21 October 2019 - 13 Feb 2023*
Job Role : *Senior Associate, Loan Setup*

- Analyze mortgage files for loan registration process.
- Evaluate 1003, Loan estimate and income documents of the borrower with the help of checklist.
- Communicate to the client if any documents are missing or the given data is incorrect.

Job Role : *Real Time Analyst (Operations Team)*

- Assign files and additional works to the associates of two different process based on daily inflow.
- Monitor whether assigned works are completed within TAT.
- Maintain daily production data in SharePoint for month end billing activity.
- Worked closely with managers and employees to ensure process worked efficiently and effectively

❖ **Organization** : *Vantage Agora Pvt. Ltd, Bangalore.*
Experience : *From 24 July 2017 – 28 June 2019.*
Job Role : *Senior Analyst.*

- Analyze mortgage files for modification process and evaluate Borrower's financials, from proof of income documents say, pay slips, P&L, rental income, Gov. Beneficiary income (SSI, Pension...) and other sources, if any.
- Examine Tax Returns, bank statements and financial hardship to ensure the income statement.

❖ **Organization** : *Concentrix Pvt. Ltd, Bangalore.*
Experience : *From 15 Feb 2016 – 02 Nov 2016.*
Job Role : *Customer Service Executive.*

- Answering calls and provides information about product and services, taking input of issues and their redressal thereof.
- Maintaining records of transactions and interactions.
- Appropriate and timely follow-ups wherever required.