



Aditya Batra

US residential Mortgage Analyst having a work experience of 6+ Months in US mortgage industry having a demonstrative Knowledge of Real estate transaction, policy and principles having an outstanding skill in prioritizing and executing tasks in fast-paced environment.

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📍 Haryana, India

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WORK EXPERIENCE

WNS Global Services Pvt Ltd

U.S. Mortgage Underwriter Intern

Department – Closing originations for PennyMac

08/2023 - Present, Achievements/Tasks

Gurugram, India

- Worked on Refinanced Loan of VA IRRL, VA Full Doc, Conventional LP & DU, FHA Full Doc and FHA Streamline.
- Reviewed Financial Documents such as Tax certificate, Credit report ensuring accuracy and compliance with regulations, resulting in a 95% accuracy and 10% reduction in audit findings.
- Calculating payoff as per given guideline.
- Collecting due of insurance & Taxes before the closing.
- Contacting Title Companies, Loan officers & processors to collect necessary documents for disclosing full package.
- Prepared Loan documents and reviewed closing documents, ensuring accuracy, resulting in a 5% reduction in loan processing time.

Pepecoding Education Pvt Ltd

Business Development Associate

04/2021 - 02/2022, Achievements/Tasks

Noida, India

- Analyzing customer needs and requirements and suggesting a suitable product.
- Maintaining relationships with clients and giving them full information about the product
- Prospecting and converting them into leads generating leads and meeting sales targets.
- Calling 50 to 60 prospects per day.

COMMUNITY PROJECT

- We interact with class 11th and 12th students and explained the meaning and importance of financial literacy in today's life.
- we explained how to safely practice against Cyber threats and Fraud and RBI ombudsman Scheme

EDUCATION

Masters of Business Administration(Finance and Banking)

Chitkara University - Chitkara Business School

2022 - 2024,

Bachelor of Commerce-Hons. (Banking and Insurance)

Chandigarh Group of Colleges – P.T.U.

2018 - 2021,

7.5 CGPA

SKILLS

Mortgage Business Transaction

Collaborating and Working well together with others

Team Management

Quality Control

Basic Excel

Clear Communication

Client Relationship

PowerPoint

CERTIFICATES

In Applied Finance, Treasury and Analytics(2022)

Participated in EY Cafta Case Championship 2022 and getting virtually upskilled in the advance stream of Investment Decision in credit sensitive, rising interest and lowering interest scenario.

Accounting Fundamentals (2022)

Successfully completed an online course for learning the basics of accounting and getting started with it from Corporate Finance Institute.

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency