

CURRICULUM VITAE

SUJIT JENA

At- SANAADHANGA

Po- SANAADHANGA

Via- TYENDAKURA

Ps- PATKURA

Dist- KENDRAPARA

Pin-754134

State-ODISHA

Cell No-9861467262 / 9776417137

Email- Sujitjena499@gmail.com

OBJECTIVE

To obtaining a challenging position that enables me to use my motivation, interpersonal, organization skills with a growth oriented organization where my leadership knowledge, experience can be utilized effectively and further developed.

EDUCATIONAL QUALIFICATION

| Qualifications | Institution/College/School | Board/ University | YEAR |
|------------------------------|-----------------------------------|--------------------------|-------------|
| 10th | KORUA GOVT HIGH SCHOOL | BSE | 2013 |
| +2 (I.Sc) | L.N COLLEGE, KORUA | CHSE | 2015 |
| GRADUATION (B.Sc) | L.N COLLEGE, KORUA | UTKAL UNIVERSITY | 2018 |

TECHNICAL SKILLS & COMPUTER SKILLS

PGDCA, TALLY

PROFESSIONAL EXPERIENCE:

❖ **Black Knight India Solutions Private limited**

Designation: Indexing Associate

Project Name: Loan Processing

Client: Chase, Bank of America, US Bank, M & T, Citi Bank

Scope: US Mortgage (Indexing)

Duration: 4th AUGUST 2021- 10th March 2023.

Working Application: Avia & Citrix

Roles and responsibilities:

- As of now we are providing service to clients such as US Bank, Sun Trust, Caliber Bank, Chase Home Equity, Citi Bank, Washington Trust and Cathay Retail to name a few from our Bhubaneswar Branch.
- From the beginning of 4th August 2021, I was working on AIVA which is still on progress and updated a lot, I was started working as a QC (Quality Control) from 2022 in AIVA
- Working as an Indexing Associate Where I have to put documents name and I have to arrange those files as per client SLA and deliver with quality.
- I am well acquired with some of the documents like 1003, Appraisal Report, Closing Disclosure, Loan Estimate, Title Commitment, Security Instrument Mortgage & Deed of Trust, Property Insurance Policy.
- And, I have idea for how to work on title search in nitroaniline application, and what is the documents which is needed for this process and what to search in title search for current owner and double owner total search.

PROFESSIONAL EXPERIENCE:

Company Name: Bpo Convergence pvt.ltd

Designation: I was Working as a Data Entry Executive, my role Was to verify the Aadhar card details and photo according to the client requirement doing their KYC verification of their SIM Cards.

Client: Bharti Airtel

Duration: 27th February 2019- 30th June 2020

STRENGTHS

- Hardworking
- Sincerity and punctuality to work with time management
- Good interaction
- Self-Confidence
- Positive attitude

PERSONAL INFORMATION

Name : Sujit Jena
Date of Birth: 25th May 1998
Father's Name: Hemanta Jena
Nationality: Indian
Marital Status: Single
Religion: Hindu
Hobbies: Playing Cricket & Listening Music
Language known: English, Hindi, Oriya

DECLARATION

I hereby declare that all the above-mentioned details are correct up to my knowledge and I bear all the responsibility for the correctness of the above-mentioned particulars.

Place: Bhubaneswar

Date:

Sujit Jena