# Skills & Abilities:

* Proficient in all Microsoft Office applications (MS Excel, MS PowerPoint, MS Word) including advanced tools, formulas, dashboards & Power Query
* Good knowledge of SQL
* Strong analytical, conceptual and problem-solving abilities Sound at core statistics such as trending Averages, validation of data, identify anomalies etc.
* Logical thinking in gathering, analyzing & interpreting data for executive level of management to facilitate decision making process
* Strong analytical, logical approach and data management skills
* Ability to multi-task on various projects
* Learning Tableau and Microsoft Power BI

# Work Experience:

## **Firstsource Solutions Ltd**

**June 2019 – Till Date**

**Senior, Business Analyst**

* Generate and distribute management reports in accurate and timely manner
* Preparing data analytics & business presentations for management
* Execute data analytics which includes simulations, dashboard
* Prepare performance reports by collecting, analyzing, and summarizing data and trends
* Develop some automation tools in excel for process to work easily and complete within minimum time frame Generate, maintain, consolidate and track various reports
* Coordinate and manage all database responsibilities
* Deliver on timelines without compromising on the quality/accuracy of data/presentations
* Innovate and improvise on existing reports/presentations

## **Ocwen Financial Solutions**

**October 2016 – June 2019**

**REO Analyst, Servicing Operations Oversight**

* Manage and track exception reports for documentation of performance of the vendor.
* Review and process 3rd party REO Vendor weekly expenses to Ocwen Accounts Payable.
* Test, audit, and document control reports to ensure vendor is in compliance.
* Conduct monthly sample review of REO services provided by outsource vendors confirming timelines, pricing and quality of service are in compliance with documented guidelines.
* Work closely with department Analyst and Managers.
* Research and document through the use of Real Servicing, Real Resolution and other internal systems.
* Perform a variety of basic clerical duties by following instructions and procedures provided.

## **J.P. Morgan Chase & Co.**

**July 2015 – October 2016**

**Document Specialist, Collateral Department (WLO)**

* Capturing metadata found in the documents as per Federal Reserve in applicable documents.
* Interpret the metadata language in the documents to determine how the data should be captured.
* Approaching market to onboard the clients if they are missed in the loan setup and funding stage.
* Requesting for clear documents if the documents prepared and signed by Borrower is not clear.

## **Ocwen Financial Solutions**

**June 2013 – July 2015**

**Invoicing Associate, Default Management Services**

* Processing of allowable bills rose according to Fee and Cost matrix set by the management.
* Charging of Invoice Fee and Cost to Borrower or Investor according to Compliances.
* Correspond with Internal Departments for fee approvals, completing of foreclosure events, placing of referrals for the vendors, request for supporting documents.
* Worked on escalation mail box - emails received from the Law Firms/Internal Department.
* Work on attorney request work flows and follow up with internal department if required to complete the request.

# Education:

* BBM from Pragathi College of Science and Management Studies
* PUC from Royal Composite PU College
* SSLC from Jyothi English Medium School

# Declaration:

I hereby declare that the particulars given are true and correct to the best of my Knowledge.

Date:

Location:  **Raghavendra P**