



# Vinod Mathur

Senior Process Executive

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205, Vasant Vihar, Harnathpura, Niwaru road, Jaipur, India

Motivated and detail-oriented mortgage professional with extensive experience in the U.S. mortgage industry. Seeking to build a career in a growing organization where I can leverage my skills in loan origination, underwriting, servicing, and foreclosure management to achieve organizational goals. Proficient in regulatory compliance, risk assessment, and using industry-standard tools like MSP and Black Knight to streamline processes and enhance borrower experiences. Passionate about taking on challenges, delivering results, and continuously learning to climb the career ladder. An efficient problem solver with a commitment to teamwork, operational excellence, and timely project execution while driving customer satisfaction and business success.

## WORK EXPERIENCE

### Senior Process Executive (US Mortgage)

Infosys Bpm Limited

06/2021 - 04/2024

#### Responsibility

- Loan Origination: Loan officers educate borrowers, assess eligibility, and collect applications.
- Processing: Loan processors verify borrower documents, order third-party services, and prepare files for underwriting.
- Underwriting: Underwriters evaluate risk, verify creditworthiness, and approve or deny loans.
- Closing: Final loan documents are prepared, signed, and funds disbursed.
- Servicing: Payments are collected, escrow accounts managed, and customer inquiries addressed.
- Delinquency Management: Borrowers in default are offered loss mitigation options like loan modifications or forbearance.
- Foreclosure: For unresolved delinquencies, foreclosure specialists initiate proceedings, manage auctions, or handle REO properties.

### UX UI Designer Intern

Doomshell Softwares PVT. LTD.

06/2019 - 06/2020

#### Responsibility

- Developed graphics for site pages following branding guidelines and best practices.
- Optimized site visuals and information processing by allocating space strategically.
- Worked closely with UX and product teams to define visual and functional requirements.
- Developed application UIs via emerging front-end technologies.

## EDUCATION

### BCA

Maharishi Arvind Institute of Science and Management

04/2017 - 12/2020

### Higher Senior Secondary Education

R.B.S.E Board

04/2014 - 04/2015

### Senior Secondary Education

R.B.S.E Board

04/2012 - 04/2013

## SKILLS

Financial Knowledge

Regulatory Compliance:

Risk Management

Customer Service

Operations Management

Data Analysis

Communication

## CERTIFICATION

CHNA - Certified Hardware And Networking administrator

Android Application Development Certification

T100 Mortgage Banking Certification

## LANGUAGES

HINDI

Native or Bilingual Proficiency

ENGLISH

Full Professional Proficiency

## INTERESTS

Banking

Mortgage services

Communication

Banking Transaction

Customer Support

Banking Services