



## **Raj Kumar Nandi**

### **Senior Process Executive**

#### **PROFESSIONAL SUMMARY**

*Experienced Professional having more than 3 Years of Experience in The US Mortgage Process (Data Processing Operation) with an Aspiration of doing things in a Different Way. I take a Keen Interest on Current Trends. I am Looking for a New Opportunity Now and I Want to Start a Dynamic Career that Gives Me Chance to Grow Economically and Socially by Playing a Vital Role for The Growth of the Organization*

#### **PERSONAL INFORMATION**

*Father's Name: Dipak Kumar Nandi  
Address: 7/2, Paymental Garden Lane,  
Kolkata – 700015  
Date of Birth: 9th February, 1990  
Nationality: Indian  
Gender: Male  
Email Id: reciprocal199@gmail.com  
Contact Number: +918420670817*

#### **ACCOMPLISHMENTS**

*Spot Light: 2 Times Award Winner  
(Spot Light Category) in the Year of  
2017 (Process Excellence)*

*Spot Light: 2 Times Award Winner  
(Spot Light Category) in the Year of  
2018 (Process Excellence)*

*Spot Light: 1 Times Award Winner  
(Spot Light Category) in the Year of  
2019 (Process Excellence)*

#### **EDUCATION**

*University of Calcutta, Kolkata*

*Bachelor of Commerce - Accounting and Finance, 06/2011*

#### **WORK HISTORY**

*Cognizant Technology Solutions India Pvt. Ltd. - Kolkata, West Bengal*

*US Mortgage Process, 9/2016 To 3/2020*

*Data Processing from Data Entry to Quality Checking*

*Update Information using Software Oriented Application*

*Meetings of Process SLA's, Productivity and Quality*

*County Specific Web-Research in Rejects and Edits - R&E*

*Follow Process Guidelines, Security Practices Set by the Organization*

#### **SKILLS**

*Microsoft Office Includes:*

*Microsoft Word (LinkedIn Certified)*

*Microsoft Excel*

*Microsoft PowerPoint*

*Certified with LinkedIn Assessment on Quick Books*