



VASHIM AGA

Email: wasimaga07@gmail.com

EXECUTIVE SUMMARY

Results driven and self-motivated and Administration Professional with A motivated and senior specialist with 7 years and 6 month of experience working in mortgage industry (Foreclosure department Back office -data entry, strong work ethic, staff management & leadership skills and possessing the confidence and the proven record to work independently or as a part of a team; excellent in multitasking, organisational, analytical, interpersonal, confidential in information, and communication skills as well as a thorough knowledge of the industry and reporting standards.

STRENGTH & COMPETENCIES

- Excellent verbal and written communication skills.
- Hardworking with Positive Attitude.
- Eager to learn new things and meet new challenges.
- Creative approach to problem solving.
- Customer Satisfaction
- Administrative duties
- Stock management
- Reviewing the legal document of foreclosure process

Position : Senior Specialist (Eviction, Foreclosure, invoicing and QC department)

Employer : Altisource Business Solution Private Limited - Mumbai **(31st March 2011 to October 12th 2018)**

Process Default Management Services - Back office for Mortgage "Legal process and insurance Mortgage" Location worked for (Goa, Bangalore and Mumbai)

- Setting up Referrals obtained from the Loan Servicer as a first step to Judicial and Non-Judicial Foreclosure.
- In-Depth analysis of Foreclosure proceedings including but not limited to Title Reviews, requesting AOMs, Submitting Affidavits for Substitution of Trustees, Mailings, Identifying and rectifying Title Issues etc.
- Training and mentoring new staff both in-house and in Bangalore
- Thorough follow up and resolving issues related to Title, Legal Descriptions, and Senior Liens etc. to enable timely Foreclosure Proceedings
- Weekly reporting to the management on ideas, updates, and data to streamline the process.
- Resolving the title issue on property during the foreclosure process
- Handling the sale process of foreclosure property.

Professional Skills

- Highly competent at interacting with people and rapport building to ensure a pleasant customer service experience while delivering targets.
- Competent user of software packages like MS Word, Excel, PowerPoint, Adobe Acrobat and other office suites.
- Excellent communication (verbal and written), leadership and team-working skills gained through working in a range of customer service roles at Altisource Business Solution Private Limited.
- Adaptable and flexible at working in shifts and under strict deadlines.
- Positive attitude.
- Self-management
- Willingness to learn different things from comfort zone.
- Thinking skills (problem solving and decision making) Intermediate

ACADEMIC QUALIFICATIONS

- Multipurpose Higher Secondary School Margao, Goa
- Multipurpose Higher Secondary School Completed Higher Secondary in Arts
- Multipurpose ITI High School Diploma
- State Directorate of Craftsmen Training in ITI Holy Spirit institute Margao, Goa

Completed the advance course in Information Technology - Networking, Data base Processing, Office Automation, Electrical& Electronics and Assembling & Maintenance of PC.

COURSES, TRAINING & WORKSHOPS

- Able to communicate effectively with a team and very keen to develop more professional skill such with computer competent user of software packages like MS Word, Excel, PowerPoint, Adobe Acrobat and other office suites, and different type of application

PERSONAL DETAILS

Name in Full: Vashim Aga

Date of Birth: 15th October 1989

Nationality: Indian

Marital Status: Single

Language Known: English, Urdu, Hindi Marathi and Konkani

Contact: 9049630578

Email: wasimaga07@gmail.com

PASSPORT DETAILS

Passport No : R1517044

Place of Issue : **India.**

Date of Issue : 12/09/2017

Date of Expiry : 11/09/2027

REFERENCE

Reference will be gladly provided upon request.

DECLARATION

I hereby declare that the information given about is true to the best of my knowledge. Given an Opportunity, I assure the authority that I shall discharge my duties and responsibilities with ability, industry and integrity.

Vashim Aga