

JOBIN TOM JAMES

PERSONAL PROFILE

An MBA graduate specialized in HR and Finance. Seeking to leverage my technical and professional expertise to learn and grow in the new role, to work for an organization which will help in value addition and serve as a spring board to move ahead in my career by providing myself interesting career opportunities and harness to the best of my caliber.

WORK EXPERIENCE

MORTGAGE- BANKRUPTCY ASSOCIATE

CCO BUSINESS CONSULTING & OUTSOURCING | May 2021 - April 2022

- Answered general questions related to Chapter 13 cases for potential future payments and reduction of balance.
- Manually formatting payments histories to account for the loan's current payment with trustee.
- Proved highly efficient in prioritizing documents and key items related to cases and filings.

Focus on:

- Review and monitor active chapter 13 cases for potential future payments and reduction of balance.
- Review emails sent by bankruptcy court dealing with new filings, motion by customers attorneys and motions set by the court.
- Process includes document verification and all bankruptcy accounts in accordance with policies, procedures and processes, which includes payments and modification paper work when plan treatment is verified.
- Prepare and send notice of fees and cost, Payment changes notice and transfer of claim.
- Handling emails from Clients, Debtors, Debtor's Attorney and Trustee.



CONTACT ME AT



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SKILLS SUMMARY

Bankruptcy knowledge

People management.

Communication skills

Problem solving skills

Analytical skills

Computer skills

STRENGTH

- Ability to work under pressure
- Quick to absorb and retain new information and procedure
- Good Coordinator and Team Leader
- Sound knowledge of Mortgage.
- Efficient communicator and self-motivated
- Fast typing in English key board

ACADEMIC QUALIFICATION

- 2018-2020** **T.John institute of Management & Science, Bangalore**
Masters of business administration
(secured 'First Class')
- 2015-2018** **St. Thomas College, MG University**
Bachelor of Business Administration
(Secured" Second Class')
- 2015** **S.V.G.V.H.S.S**
Plus two
- 2013** **S.V.G.V.H.S.S**
SSLC

PERSONAL DETAILS

- Date of Birth** : 09/05/1997
- Gender** : Male
- Marital Status** : Single
- Religion** : Christian
- Passport Number** : U9718452
- Address** : Kuravackal house,
Aranmula (po)
Pathanamthitta (dist),689533

REFERENCES

1. Cauvery -Portfolio Team Leader, CCO Business Consulting & Outsourcing, Bangalore. Ph.+919620892028
2. Tresa Dency - Asst. Professor , T.John Institute of Management & Science, Bangalore. Ph: +919742117294

DECLARATION

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Jobin Tom James