



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.

CONTACT ME AT



Pathanamthitta, Kerala



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SKILLS SUMMARY



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.

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