

SUDIPTA SINGHA DEV

Business Process Associate | BFSI

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PROFILE SUMMARY

Experienced professional with 2 years of expertise in the BFSI industry, Monitoring and Analyzing Financial Statements, Mortgage APN, Title Research and Data Validations, Identifying and Preventing Fraud and Financial Losses, validating documentation and ensuring compliance with US Mortgage regulations. A collaborative team player with excellent analytical, communication and problem-solving skill, Advance knowledge of Excel.

CORE SKILLS

- Financial Analysis
- Mortgage Document Verification
- Process Improvement
- Data Analysis & Reporting
- Property Ownership & lien Research
- Audit & Quality Assurance

AREAS OF EXPERTIES

- Microsoft Office (Excel, Outlook & MS Word)

PROFESSIONAL EXPERIENCE

SUNKNOWLEDGE SERVICES INC

January 2025 - May 2025

Process Associate

- Handled end-to-end prior authorization processes for diagnostic and surgical procedures, ensuring compliance with insurance requirements.
- Conducted eligibility and benefits verification, enhancing patient intake efficiency and minimizing claim rejections.
- Maintained HIPAA compliance while resolving billing queries from patients and payers.

TATA CONSULTANCY SERVICES

December 2022 - November 2024

Business Process Associate

- Review U.S. mortgage loan applications and assess borrower eligibility by evaluating financial documents, credit history, and other relevant information.
- Coordinated the processing of residential mortgage loans, ensuring timely submission of documentation for underwriting.
- Ensuring all loan documents are complete, accurate, and compliant with industry regulations before submission.
- Reporting and Documentation: Prepared clear and concise reports for internal and external stakeholders, ensuring accuracy and completeness.
- Data Analysis: Utilized data analysis tools to identify trends, patterns, and anomalies in financial data for enhanced decision-making.
- Teamwork and Collaboration: Worked effectively with cross-functional teams, including compliance, investigations, legal, and operations departments.

EDUCATION

BACHELOR OF COMMERCE (ACCOUNTING & FINANCE) HON

May 2019 - August 2022

Vidyasagar University

- Major in Accounting & Finance (CGPA - 7.96)

ADDITIONAL INFORMATION

Languages: English, Hindi, Bengali.

Certifications: Anti-Money Laundering Concepts: AML, KYC & Compliance by UDEMY,
AML Case Investigation Skills by UDEMY.

ACHIEVEMENTS

- **STAR OF THE MONTH AWARD**

I've been nominated for the star of the month award for my hard work & my flexibility for the organization. I've done all the assignments in minimal time.

- **ON THE SPOT AWARD**

Based upon the volume clearance plan I have contributed my production to clear the backlogs which helps the process to bring down the inventory.