MAHIMA MOHAN

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PROFESSIONAL SUMMARY

Mortgage operations professional with 2 years of experience in the US mortgage process, with hands-on experience
in credit analysis, live underwriting support, underwriting support, document verification, insurance mail routing, loan
setup, and quality checking.

Experienced in reviewing mortgage documents, validating loan information, supporting live underwriting activities, and ensuring accurate and timely loan processing. Strong attention to detail, process adherence, and quality-focused
approach.

PROFESSIONAL EXPERIENCE

Senior Associate – US Mortgage Process | Firstsource Solutions Limited

September 2024 – Present

• Perform credit analysis and underwriting support activities for US mortgage
loans.

• Support live underwriting activities by reviewing loan information and required mortgage documentation during the
underwriting process.

• Verify underwriting documents including 1003, CCA, Recap and other required loan documents.

• Handle insurance mail routing (IMR), including reviewing, classifying and routing documents based on loan
requirements.

• Support loan setup by validating client and loan information and ensuring data accuracy.

• Perform quality checks to identify missing, incorrect or inconsistent information before processing.

• Review documents and loan data carefully to ensure compliance with process and quality standards.

• Work with Microsoft Edge, Excel and Lending Center for daily mortgage operations.

• Manage high-volume document processing while meeting productivity, accuracy and turnaround-time
requirements.

KEY SKILLS

US Mortgage Processing • Credit Analysis • Live Underwriting Support • Underwriting Support • Document Verification • Loan Setup • Insurance Mail Routing (IMR) • Quality Checking • 1003 Review • CCA & Recap Review • Data Validation • Microsoft Excel • Microsoft Edge • Lending Center

EDUCATION

Bachelor of Science (B.Sc.) – Computer Science

Bishop Heber College, Trichy | Bharathidasan University | CGPA: 7.8

PROFESSIONAL STRENGTHS

• Quick learner with strong attention to detail.

• Good understanding of mortgage documentation and process
workflows.

• Quality-focused and comfortable working with high-volume documents.

• Strong commitment to accuracy, productivity and process compliance.