

**AGE : 38**

**RELIGION : HINDU**

**LOCATION : NEW DELHI**

**ANUJ MALHOTRA**

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**Present Address**: 30, Jupiter Apartment D-Block VikasPuri, New Delhi 110018

**To excel in all assignments allocated to me and to set as example of high standards of performance as a part of a team.**

**SYNOPSIS**

* A Competent professional with **over 4 years** of rich experience in MIS, Finance and assisting top management.
* **Presently associated as Executive Assistant to Managing Director with E-Meditek TPA Services Ltd., Gurgaon.**
* **Creation of documentation** – to write standard operating procedures for new processes and Updation.
* **Assisted Vice President** in preparing various team report like **Team Productivity Reports, and Profitability MIS Reports for various Business heads and different entity.**

**CAREER CONTOUR**

**Sep’12 –Till date with E-Meditek (TPA) Services Ltd, Gurgaon as Executive Assistant to Managing Director**

**E-Meditek TPA Services** is the leading Third Party Administrator (TPA) of India. We have been blending the art of health benefit administration with technology, innovations and best practices in our constant endeavor to deliver the very best to over 7 million registered members. We have a strong relationship with 24 insurers, 10000+ health providers & host of other partners and international alliances make it possible for us to attain excellence in every activity that we undertake as a TPA

***Key Role:***

* Preparing monthly/quarterly MIS reports of balance sheet & profit and loss accounts.
* Mail corresponding tracking, drafting replies, taking care of Vice presidents meeting, travel, and basic arrangement.
* Documentation and filing.
* Co-coordinating for the interviews and Physical verification of Expense bills.
* Bazz handling Invoice, final checking and forwarding to accounts for payments.
* All secretarial functions.
* Working closely with functional heads to formulate their information needs, understand areas that can be served via analytics and provide input based on insights gathered from business analytics.
* Taking care of personal transaction of MD
* Taking care of approval part in the absence of MD

**Aug’11 –Jul’12 with Religare Enterprises Limited, Delhi as Sr.Executive( EA to Associate Vice President) – Business Intelligence**

**Religare** is an emerging markets financial services group with a presence across Asia, Africa, Middle East, Europe, and the Americas. In India, Religare’s largest market, the group offers a wide array of products and services including broking, insurance, asset management, lending solutions, investment banking and wealth management. With 10,000-plus employees across multiple geographies, Religare serves over a million clients, including corporate and institutions, high net worth families and individuals, and retail investors

***Key Role:***

* Preparing monthly/quarterly MIS reports of balance sheet & profit and loss accounts.
* Mail corresponding tracking, drafting replies, taking care of Vice presidents meeting, travel, and basic arrangement.
* Documentation and filing.
* Track Resource Occupancy and attrition rate.
* Co-coordinating for the interviews.
* Physical verification of Expense bills.
* Oracle handling Invoice, final checking and forwarding to accounts for payments.
* All secretarial functions.
* Handling the preparation of Profit / Cost Centre-wise profitability, month on month variance analysis and documenting reasons thereof.
* Implement and document systems and business process (SOPs)
* Working closely with functional heads to formulate their information needs, understand areas that can be served via analytics and provide input based on insights gathered from business analytics.

**May’09 – Jul’11 with ACS – A Xerox Company, Noida as Sr.Associate – HCMS (Health and Welfare)**

**ACS – A Xerox Company** deals in HR Outsourcing and Consulting, delivering a complete range of human capital management services to companies, including HR and Benefits Outsourcing, HR strategy and Technology, Health Care, Organizational Change, Retirement and Financial Management and Talent and Reward Strategies

***Key Role:***

* Handling the Health & Welfare process for major clients.
* Mail corresponding tracking, drafting replies, taking care of **Operation Manager**meeting, travel, and basic arrangement.
* **Assisting Operations Manager** in preparing various team report like Team Productivity Reports, and MIS Reports.
* Analyzing FT counts based upon the work received from On-shore.
* Prioritize and organize work basis need.
* Creation of documentation – to write standard operating procedures for new processes and Updation.
* Analyze, resolve, direct and close out internal / external workflows assigned within defined TAT (Turn around time).
* Planful, detail oriented & drives initiatives independently to improve processes.
* Handled the Direct Billing Process for the major clients, involving generation of invoices and Retro adjustment in the accounts.

***Accomplishments:***

* Joined ACS as an Associate and got **promoted** to Sr.Associate within one year
* Recognized by the higher management for showcasing the process improvement and Recognized by the ACS leader for handedly transition of new **Day 1 client**.
* Recognized with **Value champion of the month award** for successfully managing processes in the month of July 2010.
* Actively participated in quality programs. Contributed "**Innovator**" Idea’s with the help of Quality department resulted in improved accuracy, reducing costs, reducing in TAT etc.

**Dec’07 – Nov’08 withShriram Transport Finance Co. Ltd., Delhi as Assistant Executive –NPA Cell**

(STFC belongs to Shriram Groups of companies, Chennai. It deals in commercial vehicle finance.)

***Key Role:***

* Analysis of Data.
* Mail corresponding tracking, drafting replies, taking care of **President’s** meeting, travel, and basic arrangement.
* Documentation and filing.
* Physical verification of Expense Bill.
* Traveling entire North India branches with **president’s** to assist.
* Generating MIS and preparing reports on monthly basis.
* Coordinating with Branches across North Region.
* Exposure of Internal software UNO (**Ultimate Non-Banking Accounts & Operating System**).

***Accomplishments:***

* Introduced KPI (**Key performance Indicators**) at various branches within Delhi SBU for effective and timely performance.
* Visited almost 50 branches across India for **NPA** cases.
* Reconcile the accounts especially **NPA** cases.
* Won the awards for the best performance in the month of Aug 2008 and Oct 2008.

**SCHOLASTICS**

**MBA (Fin)** Indian Institute of Commerce and Trade, Lucknow 2010

**B.Com** Delhi University2007

**IT SKILLS**

MS Office (Word, Excel, PowerPoint), SQL, Mainframe, Citrix and Lotus Notes