

K. ANANTHI PRIYA,

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Somanur

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Objective:

Aspiring for a challenging job opportunity to rise and grow, where I can make use of my knowledge, personal attributes and qualifications to be a part in the development of the Organization and myself.

Profile:

2 years of experience in Manual Payment Posting at Healthcare domain

Good Communication, Interpersonal and Analytical skills

Period - May 2017 to May 2019

My Line of Work:

Previous Organization : **Access Healthcare**

Designation : Senior Client Partner - Billing

Job Responsibilities in Access healthcare

Manual Posting

- Research and analyzing the client transactions
- Unsuccessful post of transactions has been analysed and solve the issues with taking proper action
- Responsibility to process the transaction which is not automatically processed by the system

Current Organization : **Aosta India Private Limited**

Designation : HR Executive

Period : Oct 2019 to Present

Job Responsibilities in Aosta India Private Limited

Recruitment - IT and Non IT

Roles & Responsibilities:

- ❖ **Sourcing Candidates:** I work on attracting applicants passively and actively reach out to prospective employees individually (through networking social media sites such as LinkedIn or Naukri).
- ❖ **Screening Candidates.** Once an individual expresses interest and enters the application process, I screen the candidates for the client company's job requirements and qualifications, as well as checking to ensure a good fit with company culture.
- ❖ **Arranging Interviews:** If the candidate passes the initial stage of assessment, arranges interviews between the job candidate and key staff within the client company.
- ❖ **Coordinating Compensation Packages:** After the decision is made to offer the position to the candidate, I explain the compensation package the company is offering and help navigate any negotiation over salary and other benefits.

Operation & Admin

HR Operation

1. Organizing the new joining formalities
2. Bio Metric Access
3. Bank Account coordination
4. Scheduling Exit Interview
5. Preparing Exit Formalities
6. Preparing NDA, Agreement, Appointment Letter
7. Maintaining Datas (Joiners and Resign employees Data , Resignation Data, Referral Bonus data)
8. Employees Document Filing

Admin

1. Floor upkeep & Maintenance
2. Attendance Maintaining for Security, House Keeping and Housekeeping Supervisor
3. CCTV Report

Educational Qualification:

- M.Com in Bharathiar University of Distance Education, Coimbatore with 62% (Batch 2016 – 2018)
- B.com (PA) in Dr. N.G.P Arts & Science College, Coimbatore of 73% (Batch: 2013-2016)
- Higher Secondary School from A.R.C Matriculation.Hr. Sec. School, Karumathampatti, Coimbatore with 87.3% (Batch: 2012)
- SSLC from A.R.C. Matriculation.Hr.Sec.School,Karumathampatti,Coimbatore with 73.4% (Batch:2010)

Project Done:

- Completed report for A.R.C MILLS P(LTD) COMPANY during institutional training related to;
 - Management and Manufacturing process
- Published Journal under the topic “**A Study on Customer Satisfaction towards Online Shopping ”**
 - www.allresearchjournal.com
 - Received: 26 -05-2015 ; Accepted : 29-06-2015

Training Underwent:

- Internship Training at **TDR AND ASSOCIATES (CHARTERED ACCOUNTANTS)** on 08.05.2014 to 24.05.2014 and 02.12.2014 to 02.01.2015 for **45** days
- Institutional Training at **A.R.C MILLS P(LTD) company** on 12.05.2015 to 05.06.2015 for **25** days

Achievements:

Received **Access Pride Star performer Award** for the month of December, 2018
(Awarded by Access healthcare)

Skill:

- Excellent communication and people skills
- A confident and positive attitude
- The ability to work under pressure and meet targets
- Good organizational and administrative skills
- The ability to work well in a team.
- Teamwork and collaboration
- Decision-making skills
- Leadership and interpersonal skills

Technical Philosophy:

- Certified Workshop by The Institute of Computer Accountants on **Advance excel** during November 2015
- Completed **Tally ERP9 and Diploma in Computerized Accounting & Taxation with E-Filing** on 2014- 2015 under A+ Grade

Personal Details:

Date of Birth	: 18.08.1995
Nationality	: Indian
Gender	: Female
Marital Status	: Married
Hobbies	: Dance
Language Known	: Tamil, English

Declaration:

I hereby declare that the above given information is true to best of my knowledge and belief.

Place: Coimbatore

Date:

Signature

(ANANTHI PRIYA K)