

Resume

Kumar Ravi 

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Marital Status: Married

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About Me

As a Senior Executive in Management Information Systems (MIS), I excel in generating detailed reports, dynamic dashboards, and managing databases using Office 365 applications. I also have experience working with SAP HR in a production environment, where I can view details and generate reports concerning immigration requirements. My role demands strong data analysis, report generation, and problem-solving skills, enabling me to provide actionable insights and support decision-making processes. Committed to leveraging technology to drive efficiency, I am dedicated to enhancing business operations through innovative solutions.

Professional Experience: HCL Technologies

Position: Senior Executive-Ent HR-I&C-I&C-Immigration

Department: Immigration Solution Group

Duration: [23-SEP-2022] – Present

- Implemented automated case distribution, enhancing efficiency and accuracy.
- Developed automated email generation systems to streamline communication.
- Created a comprehensive GC database in MS Access for enhanced data management.
- Utilized SAP GUI for seamless integration and workflow automation.
- Automated wage calculations to ensure precise and timely payroll processing.
- Produced reports and analyses to provide actionable intelligence for decision support.
- Spearheaded process automation initiatives to boost operational efficiency.
- Managed data effectively to maintain accuracy and integrity.
- Monitored performance metrics to drive continuous improvement.
- Identified and implemented process improvements to enhance productivity.
- Demonstrated technical proficiency in various tools and software for optimized workflow.

Reports Handled:

1. Generated comprehensive CXO Reports
2. Calculated and analysed Cost per Visa
3. Prepared Yet to Utilize Reports
4. Verified LWD Reports
5. Extracted Active & Nationality lists from SAP
6. Monitored SLA for all GEOs
7. Compiled In-house Visa Processing Reports
8. Created detailed Pipeline Reports
9. Managed Resource Assignment System (RAS)
10. Oversaw Travel Assignment System (TAS)
11. Maintained Travel Management System (TMS)
12. Ensured Visa Ready Travel Ready (VRTR) compliance
13. Handled additional ad-hoc tasks as needed

Professional Experience: Cognizant Technology Solution

Position: Senior Process Executive – Data

Department: US Healthcare Payer

Duration: [13-JUL-2018] – [19-SEP-2022]

- Developed comprehensive monthly performance status reports to track and analyze key metrics.
- Generated detailed production reports to monitor workflow and efficiency.
- Created in-depth quality reports ensuring adherence to high standards.
- Designed and implemented an interactive production dashboard for real-time monitoring.
- Developed an output validation template to streamline quality assurance processes.
- Built an attendance dashboard for effective tracking and management of team attendance.
- Produced detailed hourly production reports to optimize productivity and resource allocation.

Professional Experience: Global Healthcare Billing Partner Global

Position: Junior Executive

Department: US Healthcare Payer

Duration: [21-JUN-2016] - [18-MAY-2018]

- Skilled and experienced in Charge Entry
- Extensive knowledge of appropriate medical codes
- Proficient at meeting weekly accounts receivable goals
- Experienced in conducting patient ticket reconciliations
- Expertise in creating weekly and monthly reports
- Skilled in creating templates for internal processes

Education:

Degree: Diploma - **Graduated, July 2013**

Gedee Technical Training Institute

Coimbatore,

Tamil Nadu - 641081

Degree: Master Diploma in Information Technology

Vellore - 632008

Skills:

1. Power BI
2. Power Automation
3. MS Access
4. Excel VBA
5. Excel Formulas
6. MS Forms
7. RPA bot
8. HTML, CSS (Using VS Code learning)
9. Data Management

Declaration:

I, **Kumar Ravi**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Kumar Ravi

Date: August 24, 2024