Contact

7878750221 (Mobile)
np161290@gmail.com

Top Skills

- Team Management
- Project co-ordination
- Application Support
- Problem Solving & Conflict Mgmt.
- Project Accounting
- SAP MM Module
- SAP SD Module

Languages

- English
- Gujarati
- Hindi

Certifications

- Asp.net
- Best Performance certificate earned from Client (Commisionarate Health)

Nirmal Patel

Process Executive at (n)Code Solutions a division of GNFC Ltd. . |
Gandhinagar, Gujarat

Summary

A performance-driven professional with over 10+ years of rich combined expertise in Strategic Project Management and Financial Function with key focus on profitability & optimal utilization of resources. Strategy architect credited with implementation of innovative path-breaking Project management initiatives to streamline processes and capitalize on organizational growth opportunities. A creative thinker, luminary, problem solver and decision maker for balancing needs of organization.

─────

Experience

(n)Code Solutions - a Division of GNFC Ltd.

Process Executive

November 2014 - Present

Gandhinagar, Gujarat, India

Roles and Responsibilities in Project Management

- Monitoring of enrollment kiosk across the Gujarat working under Ayushman bharat Pradhanmantri Jan Arogya Yojana (AB-PMJAY) and their operations, and drawing up strategies to improve efficiency.
- Providing technical support and resolving queries of Field Executives and 2500 empaneled hospitals across the state.
- Gathering New requirements as well as updation from Client for changes and new development in HMIS Application.
- Coordinating with Software Development team for New Development and changes in existing Software
- Manual Testing of Developed Software or modules and implementing the same to client side.
- Providing training of HMIS Application (Ma Yojana/AB-PMJAY) to Am and HAM of empaneled hospitals. Under (Ma Yojana/AB-PMJAY) across gujarat
- Coordinating with 33 District coordinator and District Officials of Health Department across the Gujarat and resolving their Software related and enrollment related issues.
- Leading maga health camps held by Various political parties and as well as political leaders

- Establishing and maintaining Relationships with staff as well as external clients (Government of Gujarat , & Government of India) and vendors
- Providing inputs to managers to develop incentives that improve performance
- Coordinate with officers of health department of gujarat (Ma yojna) and resolving account related and field related issues.
- Preparing Management approval noting for New Project Execution and also for extensions of Current projects.
- Preparing Payment recommendation of vendors as per Terms & Conditions of Contract.
- Coordinate with vendors for enrollment related issues.

Roles and Responsibilities in Commercial Department

- Making Purchase Order considering Gst law and Other Compliance
- Centralized Vendor registration / updation activity performed by following guideline of Company.
- Booking of vendor's Invoices in SAP received with Payment recommendations.
- Providing Unbilled Revenue (Income Provision) & Operational Liabilities of Operation departments
- Creation of sales orders in **SAP SD** Module
- Designing and maintaining Project MIS with analytical Review and benchmark reports on Project progress and performance to the top management for decision making.
- Taking care of all GST compliance while generating invoices and making payments.
- Communicating and following of new guidelines received from Company Head office.
- Hands-on experience in using **SAP MM & SAP SD** Module.
- Reviewing of various terms and condition standard to projects and updating same on time to time basis.
- Preparation and submission of various MIS reports to Account Department Monthly & quarterly basis
- 3yrs of experience in SAP Materials management (MM)
- Excellent cross functional knowledge and skills with MM-FI and SD.
- Besides, capable of dealing with onsite and off-shore teams to meet the project targets.
- Customization of Enterprise structure, Purchasing process and Plant parameters mapping the business process in line with the SAP functionality and configuration of organizational structure (to-be) with Legacy system.
- Define Plant, Storage location and Purchase organization for Enterprise
- Coordination with SAP Basis Team for new requirement in SAP MM & SAP SD Module
- Manual Testing of Developed Requirements.

<u>Roles and Responsibilities in Finance</u>

- Generating invoices of various components.
- Keeping accurate Records of all daily transactions
- Record Accounts payable and receivables
- Update internal system with financial data
- Prepare monthly ,quarterly and annual financial reports
-
- Reconcile bank statements
- Participate in financial audits
- Track bank deposit and payments
- Processing payment files at GOG level
- Coordinating with officer of Commisionerate of health (Ma yojna) for outstanding amounts.

Md India Networx.

Claim Executive
Aug 2012 - Nov2014 (2 years 3 months)
Gandhinagar, Gujarat

<u>Roles and Responsibilities</u>

- Processing Claim files received by various Hospitals
- Provide timely processing and adjudication of claims
- Prepare documents and other paper work related to claim
- Take responsibility of payment of all claims in compliance with rules.
- Respond to inquiries an resolve pertaining to specific claim issues
- Maintain working relationship with health department for processing of claims
- Coordinating with medical concerns of health department Govt. of gujarat for clearing claim files.
- Processing various payment files on behalf of Government of Gujarat.
- Processing payment files of hospitals at GOG level.
- Providing payment detail of all hospitals to ISA.
- Coordinating with hospitals regarding their payment issues.
- Coordinating with officer of Commisionerate of health (Ma yojna) for outstanding amounts.
- Data Analysis & Data Entry of all the online and Offline Reports

Gujarat Tele links Pvt Ltd (GTPL)

Technical Assistant

July 2010 - Aug 2012 (2 Year)

Ahmedabad, Gujarat, India

Roles and Responsibilities

- Providing Technical Resolution of field issues
- Collecting payment from clients
- Reporting to management for payment issues

Educational background

Degree	: **B.com**
Class and Division	: Second class
College	: Bhavan's Commerce College.Ahmedabad
University	: Gujarat University
Degree	: **H.S.C.**
Class and Division	: First Class
School	: Parimal.Higher Secondary School .Ahmedabad
Board	: Gujarat Secondary Education Board, Gujarat,
Standard	: **S.S.C.**
Class and Division	: First Class
School	: Mani Prabhu.Higher Secondary School.Ahmedabad
Board	: Gujarat Secondary Education Board, Gujarat,.

Knowledge of software

SAP MM & SD Module, Tally , Ms Office,