**Manoj Kumar**

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**CAREER OBJECTIVE**

Looking for a challenging opportunity in competitive organization, where I can be a key team member, making meaningful contribution in the growth and success of organization by using my skills.

Key Skills

|  |  |
| --- | --- |
| * Good Knowledge of Advance Excel, MS SQL. * Data interpretation & analytics skills * Maintain MIS report. * Entry of reports submitted by the concerned into the system. | * Records Organization & Management. * Maintain data as per requirement. * Preparing Daily, Weekly, Monthly Reports * Analyzing reports received from external & internal departments. |

**PROFESSIONAL EXPERIENCE**

I have overall 4.6 years of experience. My details of Experience are mentioned below.

1. Presently working with **UNITED HEALTHCARE s**ince Nov, 2016 as Associate.

**Job Profile:**

* Responsible for daily MIS.
* Good Knowledge of MS Excel other MS Office tools
* Creating the daily, weekly and monthly report.
* Processing of claims using different application.
* Handling appeals/grievances received from member/providers.
* Contribute to effective workflow through efficient team work.
* Ensuring the timely and accurate documentation, review, routing and tracking of member or provider issues in compliance with regulations.

1. Worked with **Deptt. Of Trade & Taxes (contract with ICSIL)** Since Mar, 2012 to May, 2016 as Associate .

**Job Profile:**

* Responsible for daily MIS.
* Automating Reports, Preparing Performance reports related to dashboard etc.
* Maintaining the attendance/leave details.
* Creating the daily, weekly and monthly report.
* Other Ad-hoc requests on MIS activities.
* Contribute to effective workflow through efficient team work.
* Assist the admin in making the daily attendance reports.
* Ensuring the timely and accurate documentation, review, routing and tracking of member or provider issues in compliance with regulations established by external regulating bodies and applicable state and law.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board/University** | **Marks** | **Year of passing** |
| High School | C.B.S.E | 58% | 2004 |
| Intermediate | C.B.S.E | 50% | 2006 |
| B.Com | Delhi University | 47% | 2010 |
| GNIIT | NIIT | 70% | 2011 |

TEC**HNICAL QUALIFICATIONS**

* MS Office (Advance Excel, Ms Word).
* MS SQL.
* VBA

**PROFESSIONAL QUALIFICATION**

* **GNIIT** Advance Diploma Course from **NIIT**, **New Delhi**.

**PERSONAL STRENGTHS**

* Hardworking
* Determination
* Team Player
* Learning new thing my own

**LANGUAGE KNOWN**

* English
* Hindi

**HOBBIES**

* Net surfing
* Music

**PERSONAL Details**

* Name : Manoj Kumar
* Date of Birth : 19th June, 1988
* Sex : Male
* Marital status : Married
* Nationality : Indian
* Language known : Hindi & English

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place: (Manoj Kumar)