

Address: -A 66 Budh Nagar Inder Puri

New Delhi:-110012

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To work within an organization offering dynamic professional environment which will help me to achieve the goals of the organization and simultaneously enhance my skills and knowledge.

#### Brief Overview

- > A result-oriented professional with good communication, fair understanding of developing relationships with key decision-makers, adaptable and a quick learner.
- > Knowledge of MS office (Formula and function), Advance Excel.
  - ✓ Regular use of formulas like, if V-Lookup, H-lookup, Pivot table, Count, Countif, Sumif, Sumifs, Conditional Formatting, Charts, Concatenate, Index-Match, Xlookup etc.
  - ✓ Good knowledge of excel shortcut keys.

## PROFESSIONAL EXPERIENCE

**Worked with Aakash Educational Services Limited As an Executive (HR) at New Delhi Head Office.**

### Nature of work:

- ❖ Solving salary related query on daily basis through calls, Emails and leena (portal) tickets.
- ❖ Blocking and Activating Acad and non-Acad Email IDs on daily basis as per the request.
- ❖ Blocking and Activating Acad and Non-Acad ERP account on a daily basis as per the request.
- ❖ Updating group Acad and Non-Acad on daily basis in Email ID portal.
- ❖ Creating Email IDs Acad and Non-Acad on a daily basis and sending the SMS on their number through Phoneix portal.
- ❖ Creating the ID cards (Lost and Damage) of Acad and Non-Acad employees as per the employees request and send the RF code activation request to the IT department and RF code activate in the HONOHR as well and dispatch the same.
- ❖ Noting the LOP Arrears on the daily basis and same share for the salary processing.
- ❖ Checking monthly payroll input like Employee Name, DOJ, CTC, PAN No. Aadhaar No. etc during the payroll time and same share for the salary processing.
- ❖ Generating pay slips and sharing them with employees as per their requirement.
- ❖ Good Knowledge of HONOHR portal for checking the attendance, Leave, OD and attendance regularization request of the employees.
- ❖ Checking left employees attendance on HONOHR portal for FNF of Acad and Non-Acad as per requirement and sharing corrections.

## PROFESSIONAL EXPERIENCE

**Worked with NKG INFRASTRUCTURE LTD. As an Executive (HR) at New Delhi Head Office. Nature of work: -**

- ❖ Generating of Employee Code & Biometric punch of new joiners.
- ❖ Search online and reference resume for requisite candidate manage and arrange their Interview.
- ❖ Offer & Appointment letter generation, Recruitment, Onboarding, Interview Coordination, Interview Scheduling, Shortlisting.
- ❖ Maintain & update all documentation related to HR department.
- ❖ To maintain statutory records & MIS as per the management requirement.
- ❖ Documentation of new hires and maintaining their personnel record.
- ❖ Preparation and compiling of attendance through Biometric machine & manually as well.
- ❖ Maintaining of Leave Records and MIS of all associates.
- ❖ Daily follow up through our HR mail id.
- ❖ Maintaining Personal file of Employees.

**Worked with Brij Gopal Construction Company Pvt. Ltd. As an Data Entry Operator at Head office Delhi.**

**(Service Period 2018 to 2019)**

**Nature of work:**

- ❖ Generating of Employee Code & Biometric punch of new joiners.
- ❖ Preparation and compiling of attendance through Biometric machine & manually as well.
- ❖ Maintaining MIS of all associates.
- ❖ Preparation of full & final settlement of resigned employees as per law & company policy.
- ❖ Daily follow up through our HR mail ID Maintaining Attendance Register and Payment Register, Employees Loan and Advance records, leave record, compensatory off, and other adjustments.
- ❖ Prepare bank transfer for RTGS & NEFT & Cash Distribution of Employees salary.
- ❖ Generate Pay slip of staff and workers.
- ❖ Maintaining Personal file of Employees. Maintaining the records up to 1000 numbers of Employees.
- ❖ Resolving the site salary grievances after salary disbursement. Helping resolve conflicts and other issues within the company. Updating prepared salary data on Saral Software.

**Worked with Medtech Healthcare services as an Data Entry Operator. (Service Period 2016 to 2017)**

**Job Profile.**

- ❖ U.S Health Insurance. Medical Billing U.S RCM Process for the provider of U.S.
- ❖ Patient Demographic Entry - Patient Name, Address, DOB, Insurance Name & ID Number with 98% accuracy. Entry Demographics approx 100 with eligibility.
- ❖ Good Knowledge all types of USA insurances. (Commercial, Medicare, Medicaid, Tricare, Champva & Workers Compensation) Good knowledge of AR through web portal.
- ❖ Check the Patient's claim status on web portal like paid amount, paid to patient, Denied and Deductible, Medical Necessity.
- ❖ Calling case was assigned to night AR team and they used to take action according to AR notes. Preparing daily count and volume reports for the team.
- ❖ Maintained patient accounting files required detailed notes, manual logs and online functions.

## ACADEMICS

| Class | Board/University | Year of Completion |
|-------|------------------|--------------------|
| B. A  | Delhi University | 2015               |
| 12th  | CBSE Board       | 2012               |
| 10th  | CBSE Board       | 2010               |

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### Hobbies:

Playing cricket.  
Listening music.  
Internet browsing.

### Personal Traits:

Disciplined,  
Good communication  
Confident

### Personal Information:

Father's Name : Sh. Har Prasad

Date of Birth : 6th September 1992

Gender : Male

Language : Hindi, English

Marital Status : Unmarried

Nationality : Indian

Date: -

Place:-New Delhi

**(DHEERAJ KUMAR)**