Preethi B

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Objective:

Seeking a career to enhance my skills and abilities in an industry that offers professional growth while being resourceful, flexible and challenging responsibilities.

To be an asset to the company by contributing to the company's value streams and self-development as a person, employee and a professional. To effectively utilize my skill sets and to be a part of organizational growth.

Professional Experience:

Currently- Freelancer: Data analysis, Market Research, MIS and Content Writing

Process Associate, Unilever PH (CG)

Capgemini, Chennai, India July 2022 – Dec 2022

• Managing a team of 4 members on creating, managing and measuring promotions for Unilever Philippines business.

• Responsible for leading calls and multi-level internal team members for decision on project requirement

• Allocation of Promo creation work to CG associates and quality check of promo ID's created for Unilever Thailand business.

• Enforcement of guardrails on customer business plan

• Active coordination on the deliverables, from interpretation of the brief (Issue/Analysis) through the final report and presentation

• Creating transition plan and process flow for Unilever business reporting and promotion creation.

• Support account managers with preparations for CCBT meeting and create sell in story decks

• Completeness and accuracy of promotion data and adjust promo slots as recommended by CCD

• Providing Process& Soft Skills trainings alongside mentoring new joiners. Identifying gaps via skill heat map analysis, arranging training opportunities and frequent knowledge sharing sessions for the team/project Business

Worked as Business Analyst at Levels N Curves Creative Studios (Chennai) for 2 Years & 1 Month (Jan'18 to Feb '20)

Worked as Trainer/Admin at Medlearn Institute (Coimbatore) for 1 Year & 4 Months (Aug '14 to Jan '16)

Job Profile/Roles & Responsibility:

- Digital Marketing.

- Data Interpretation and analysis.

- Designing Questionnaire.

- Feedback & testimonials to be collected on a timely basis from the users.

- Market Research

- Provide quotations based on the customer requirement.

- Interacting with clients on their requirement.

- Creation of reports and dashboards from the market research.

- Liaising with patients from Maldives with disabilities and coordinate with many hospitals in Kerala for treatment.

- Screening the medical bills, discharge summary and process the insurance.

- Job posting in various website related to coding and training.

- Recruiting candidates for medical coding training and train them on Anatomy, Physiology, Medical Terminology and Pathology.

Educational Qualification:

- Masters in Micro-Biology from Aurora's PG College (2013), affiliated to Osmania University with an aggregate of 79.7% (Gold Medalist and Academic Topper).

- Bachelor of Science (Microbiology, Genetics and Chemistry) from St. Ann's degree college for women (2011) affiliated to Osmania University with an aggregate of 81% (Academic topper).

- Intermediate (Biology, Physics, Chemistry) from Narayana Junior College (2008) with an aggregate of 88%.

- SSC from Nalanda Vidyalaya High School (2006) with an aggregate of 91%.

Medical Coding Experience:

- Trained in Medical Coding MODULES COVERED: ICD- 9CM with Course complete certificate From Joshi Medicode technologies for 3 Months (2013).

- Trained on Encoder expert

- Mock exams and Coding exercises

- HIPAA Privacy and Security.

- Completed Certification course in Medical Coding CPC Training (Nov 2020 in Udemy)

- ICD 10 CM, CPT, HCPCS, Rules and Regulations

Key Skills:

- Team Player

- Flexibility and Adaptability

- Problem – solving

- Creative and work ethics

- MS Excel – Advanced (Pivots, Lookups, and Macros etc.)

- MS Powerpoint

Languages Known:

- English, Hindi, Tamil, Telugu and Malayalam

Declaration:

I hereby declare that the above furnished details are true and correct to the best of my knowledge.

Place: Chennai   Signature

Date: B Preethi