**R. SARANYA**

**ADDRESS:**

New no 4/2, Old no 11/2, E-mail: sarulexsupremus@gmail.com S-2, 2nd floor,

Gurumoorthy Garden street, Cell : +91 9043022110 Perambur, Chennai-600011. +91 8248012584 **EDUCATION**:

B.A.LLB (Al-Ameen Law College, Bangalore) 2009-2014

Diploma in Nursing (Stood state second) from M/s. Apollo School of Nursing, Chennai.

# PROFESSIONAL SUMMARY

An enthusiastic person with vast experience in medical and legal fields. Quite adopt in administrative, production and in skill training domain. Administrative head in Thiru Law Associates, Chennai.

# SKILLS

* Good drafting and research skills
* Ability to fit into team environment
* Good team work and team building skills
* Confident in making representations and conducting meetings with clients.
* Vast medical and legal knowledge
* Currently pursuing M.B.A. in Hospital Management from Madras University
* Fluency in Tamil, English, Malayalam, Hindi
* Efficiency in handling work pressure and adhering to deadlines.

**WORK HISTORY**

**EXL HEALTHCARE PVT LTD**

# AS A ASSISTANT MANAGER APRIL 2019 – MAY 2022

* Worked as a Assistant manager in USA Health claim projects.
* Joined as a Clinical auditor and due to my efficiency hard and smart work I have been highly appreciated promoted as a Assistant Manager, I have good experience in review US medical records.
* And also I have Good experience in handling team for training, production and quality all together and I was taking care of 11 members team.
* Excellent in handling audits for United States Health Claims and Per visits claims.
* Having good experience in handling critical medical trauma and analytical thinking to find the medical necessity.

# TRIVENT SYSYEMS (P) LTD AS A MEDICAL ANALYST JULY 2018 – APRIL 2019

* Medical Records Review
* Detailed analysis of medical records to prove medical negligence cases. • Direct reports sent to American Law Firms in analyzing the quantum of medical negligence committed by the hospital/medical practitioner.
* Reports help in filing suits and preparing arguments for and on behalf of the victim/patient in various kinds of surgical/medical malpractices.
* Adhering to client specific and project specific timelines for each case effectively.

# LEGAL EXECUTIVE SEP 2017-JULY 2018

* Worked as the Sole Legal Executive in the company
* Handling cases for Catania & Catania legal firm based in Florida
* Drafting documents for motor vehicle accidents, personal injury and premises liability.
* Drafting of Suit documents for e filing and preparing interrogatories including Witness and Exhibits for the Plaintiff/Plaintiffs.

# MURUGAPPAN LAW FIRM DEC 2014-FEB 2016

* Handled indirect tax cases
* Appeared in Cases Tax, Commissioner office, High Court
* Client counselling and periodic following up

# THIRU LAW ASSOCIATES JAN 2012- AUG 2017

* Appeared for cases in High Court, City Civil Courts and Family court
* Handled medical Negligence cases
* Administration head in all office matters.

**SHRI NARAYANI HOSPITAL AND RESEARCH CENTER JAN 2010- NOV 2011**

* Worked as an operation theatre staff • Part of infection control team

# INSNET EDUCATION (P) LTD. JAN 2009 – DEC 2009

* Completed course in Medical Transcription
* Worked as a trainer in the same institute

# APOLLO GLENEAGLES HOSPITAL, KOLKATA JUNE 2006 - DEC 2008

* Worked as a staff nurse cum shift in-charge in cardiac operation theatre
* Part of the infection control team for the Joint Commission

International Accreditation

* Qualified Intra-venous therapy holder and advanced cardiac life support.

All the above-said information given herein are true to the best of my knowledge and belief.

Yours Truly

R. Saranya.