

MUTHU BABU

No:274 Main Road Street Melakkottiyur (VIT College), Chennai 600127.

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DOB: 17/08/1993



Objective:

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

Experience:

Accenture: Transaction Processing analyst:

2020 - Current

Reports work:

- Lead teams and Maintained inventory and production files allocated to team members.
- Sending monthly billing reports and daily production and quality reports.
- Updating Operational Excellence (OE) details.

Updating daily basis on the following reports:

- 3*3, Factory Model, Agent Scorecard, RCA, Bottom Quarterly Management, Clarification Logs, Client Feedback
- Emails, Daily and monthly Deck, Forecast & Volume, QA Certification, Quality Framework, Reviewer Certification, Skill Matrix and MOM (Minutes of meeting)
- Conducting the monthly assessment for teammates
- Sending weekly performance details to teammates and leads
- Sending TAT validation email and duplicate Analysis (Validating how much we did receive duplicate files on monthly wise) reports to leads.
- Cross checked the work instructions documents (Process Workflow) on every week Monday SOD

Accenture: Transaction Processing Associate:

2015 – 2020

Process: Enrollment and Billing & Claims Adjudication:

- Claims adjustment and auditing.
- Reviewing and primary analyzing and secondary carrier.
- Auditing onsite associate's Claims.
- Complete knowledge of solving the Claims edits.
- Complete knowledge on all the functions such as " Data Capture, Missing information, Enrollment, Maintenance and shared mailbox queue".
- Accomplish daily enrollment, plan changes, reinstatement and termination reviewing the applications provided by end user Keying the application Information into the enrollment database provided by the Client.
- Gathering the missing Information in an application through a function missing Information to complete an enrollment.
- Generate notice from system such as acknowledgement letters and termination notice etc., Review and send to appropriate group or members.
- Update members plans & changes of any demographic Information upon request into the enrollment system and generation of ID card must be included in this case Compare reports to eligibility file resolve any discrepancies with members status data with plan system and vendor.
- eligibility extends.

Process Enrollment and Billing:

- As some of the above roll worked, Complete knowledge on all the functions such as " Data Capture, Missing information, Enrollment, Maintenance and shared mailbox queue.

Skills:

- Package: MS Office
- Database – C
- Typing
- PowerPoint

Education:

MADRAS UNIVERSITY	2014
BSc ECS	
A Grade 75%	
GOVERNMENT HIGHER SECONDARY SCHOOL	2011
HSS	
60%	2009
GOVERNMENT HIGHER SECONDARY SCHOOL	
SSLC	
60%	

Additional Information:

I have 3 months' Notice period in my current company and if we show the new offer letter try to push 2 months relieving.

Achievements & Awards:

- Star of Business Award Q4
- Quality Achievement Award
- Valuable Contribution Award
- Encore Award Q2
- Start of Business Award Q2

Interests:

- Playing Cricket
- Cooking
- Listening Music
- Traveling

Languages Known:

- Tamil
- English

Personal Details:

Father's Name	:	K. BABU
Mother's Name	:	B. USHA
Gender	:	Male
Marital Status	:	Married
Spouse Name	:	M. DEEPIKA

Declaration:

I hereby declare that the information stated above is true to the best of my knowledge.

Place: Chennai

Thank you,

MUTHU BABU