

Latha Nagarajan

L 307, S&P living spaces, Kamarajar street, Ayanambakkam
Chennai, Tamil Nadu
9176525532
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Summary

Seasoned Manager fluent in various areas of corporate business with top-notch organization and technology skills. Excellent written and verbal communication techniques, effective time management development implemented in department raising productivity. Devoted work ethic and leadership to influence team building. Resourceful in cutting company costs and helping to boost customer and employee workplace satisfaction.

Education

Valliammal College for Women, Madras University

Bachelor's of Commerce
Chennai, Tamil Nadu
Graduated April 2003

Pondicherry University

Master's Degree in Financial Management
Puducherry, Puducherry
Graduated October 2010

Employment History

Matrix Business Services India Private Limited

Manager- Audit & Assurance

Chennai, Tamil Nadu

May 2014 – February 2018

- Handled team size of 27 including 2 team leaders and 9 projects with billing value of 9 cr p.a
- Efficient in handling multiple clients
- Preparing MIS and dashboards to clients regarding monthly activities
- Attending client meetings
- Preparing power point presentation to management and client
- Supervising team and extending hand to down line for effective error free work
- Taking responsibility for errors committed by team and finding solution to rectify it

Matrix Business Services India Private Limited

Assistant Manager - Audit & Assurance

Chennai, Tamil Nadu

March 2010 – May 2013

- Handled team size of 15 and 7 projects with billing value of 4.8 cr p.a
- Efficient in handling multiple clients
- Preparing MIS and dashboards to clients regarding monthly activities
- Attending client meetings
- Preparing power point presentation to management and client
- Supervising team and extending hand to down line for effective error free work
- Taking responsibility for errors committed by team and finding solution to rectify it

Maclogi Systems

Trainer

Chennai, Tamil Nadu

December 2008 – December 2009

- Handling training sessions with respects to claims, denials etc

Nittany Outsourcing Services P Ltd

Team Leader

Chennai, Tamil Nadu

August 2006 – September 2007

- Need to allocate work to team members
- Need To monitor the team work
- Uploading the files to U.S at the day end.
- Reporting the team work to manager
- Need to co-ordinate with team

E-care India Pvt Ltd

Claim Processing Analyst

December 2004 – August 2006

- Entry & QC of Registrations, Super bills & EOB's.
- Reporting tickets to CCR's doctor office and solving the problems reported by them
- Handling Denials, Checking the status of all claims sent, and sending bills to patients.
- Giving training

L Cube Innovative Solutions Private Limited

Claim Processing Analyst

Chennai, Tamil Nadu

October 2003 – December 2004

- Entry & QC of Registrations, Super bills & EOB's.
- Reporting tickets to CCR's doctor office and solving the problems reported by them
- Handling Denials, Checking the status of all claims sent, and sending bills to patients.
- Giving training

Hobbies & Interests

- Reading books
- Listening to music

Professional Skills

MS Office: Advanced

Efficient Multi-tasker: Expert

Team Leadership: Expert

Excellent written and communication skills: Expert

Critical thinking: Expert

Associate Mentoring: Expert

Languages

English: Fluent

Tamil: Native

Hindi: Conversational

PERSONAL DETAILS

Husband’s Name : Mr. J.Nagarajan
Date of Birth : 05/07/1983

Marital status : Married

Declaration:

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

Latha Nagarajan