**Imrana Jilani**

**714 President Avenue, Lawrenceville, NJ 08648 732-822-0009**

**Administrative Assistant/Claims Analyst/ Data Entry/ Payroll**

To seek and obtain an experience in professional work environment.

**Education:**

**BACHELOR OF SCIENCE**: Rutgers University (Newark, NJ) 2000 – 2004

BS - Pscychology;

Minor – Management Information Systems

**Skills:**

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| --- | --- |
| * SAP | * Ariba, Java, HTML |
| * Webex, Zoom, Skype | * Self Motivated |
| * Sharepoint | * Team Player |
| * Microsoft Office | * Accurate and Detailed Oriented |
| * Office 365 | * Filing, Clerical, Data Entry |
| * Cognos Report | * Typing Speed 70 w/m |

**Experience:**

**Accu-chex, Morrisville, PA December 2020 – present**

**Payroll Processor**

* Enter and edit the payroll system using Sage software, Quick books, excel, and drop box
* Validating employee work hours, calculating wages, and issuing checks
* Calculating pays and deductions, updating payroll records
* Print weekly and monthly tax liabilities and employees earning summary reports
* Calculate and verify tax liabilities and filing

**Maximus, Lawrenceville, NJ June 2020 – December 2020**

**Customer relations and data entry**

* Get covered New Jersey (new insurance company effective Feb. 2021)
* Validated new customers with insurance application
* Upload, scan, entered, and verified applications for new customers
* Approve and link documents with associated case records

**Leonardo Helicopters, Philadelphia, PA December 2019 – May 2020**

**Document Analyst**

* Entered instructions of job cards in SAP and FAST software, and in Excel on a daily basis
* Printed out new job cards that were to be given to technicians
* Printed out revision changes of job cards from engineering data base using FAST software and SAP
* Removed old revision pages of job cards and replacing with the new revision pages in the stage binders.
* Added and removed individual job cards that have been added or removed due to engineering changes.
* Printed out entire stages of job cards per the start date schedule and putting binders together for the stages.
* Maintained an orderly record of job cards that have been removed from the binders that have been given out to mechanics to be worked.
* Constant checking for revision changes and new job cards being added in fast.

**Hallmark corporation, Newtown PA May June 2019 – November 2019**

**Warehouse Associate**

* Enter data, clerical and office work
* Label inventory items in the receiving area for identifications including serialization and tagging of barcoded items.
* Responsible for transporting materials to and from the receiving area warehouse and production area
* Processed receipts of all inventory materials and supplies received

**Lyneer Staffing Solutions, Ewing NJ, August 2018 – May 2019**

**Payroll Processor**:

* Process payroll for our corporate office using Staffsoft software, VMS, Microsoft Outlook and Excel.
* Maintain payroll information by collecting, calculating, and entering data.
* Provide payroll information by answering questions and requests.
* Proof read all payroll entered from other coworkers.
* Extract and send invoices to clients.
* Scan and send out checks to employees within our other corporate offices.
* Scan all payroll and checks to the corporate offices and report them to management team.

**Hibbert Group, Trenton NJ, February 2018 – August 2018**

**Data Entry:**

* Entered all data information for Verizon customers.
* Proof read and verified all the documents were accurate for Verizon customers.
* Answer phones and clerical duties.

**Princeton Insurance, Princeton, NJ February 2017 – January 2018**

**Claims Coverage Analyst**:

* Faxed, filed, scanned, and made copies of Daily Certificate of insurance to large companies.
* Wrote and submitted claim reports to hospitals, doctors, and nurses.
* Provided the medical claim reports of doctors where patients inquired and needed an authorized approval to release their medical records.

**Conair Coporation, East Windsor, NJ February 2016 – January 2017**

**SAP work**:

* Received all incoming mail and referenced each document and input them in SAP software.
* Ensured all incoming documents were up to date.
* Dealt with customer inquiries, including, pricing, billing, document complaints, and setting up new orders.
* Maintained customer daily folders and entered payroll and filed reports.

**Graham and Brown Wall Covering Cranbury, NJ February 2014 – January 2016**

**AP/AR work**

* Managed and processed daily incoming orders from different vendors and sent out invoices at the end day.
* Supported existing orders including customer returns and complaints.
* Interacted daily in the warehouse to prepare, scan and print out shipping labels.
* Prepared Bill of Lading reports for management review.
* Provided support to team in sales and marketing. Clerical and filed reports.

**United Steel Deck (Summit NJ) January 2008 – January 2012**

**Administrative Assistant**

* Prepared memorandums, correspondence, and presentations in Microsoft word.
* Completed ad-hoc travel expense reports.
* Initiated and maintained closed purchased order in Ariba System.
* Scheduled meetings in global connect and WebEx.
* Proofread upcoming projects using AutoCAD.
* Entered payroll for all the employees.
* Dispersed incoming mail to correct recipients throughout the office.
* Made copies, sent fax reports to clients.
* Handled all incoming and outgoing correspondence.
* Order and distribute office supplies.

**References:**

* Available upon request