

Resume

Rahul Malhotra

Administrator HRO Service Global benefits & Payroll

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OBJECTIVE:

Seeking to work in a dynamic environment to utilize my knowledge and skills which help me to get an opportunity for growth.

PROFESSIONAL EXPERIENCE

September 2019 – Currently Working with “R1rcm” as an Senior Analyst.

Key Responsibilities

- Preparing and compiling bills invoices to process out in system.
- Handling the Beneficiary or Alternate Payee account Elevation and fund Transfer process.
- Handling Queried related to EFT, Taxes, Pension Verification & Retirement Benefits
- Doing an Audit for cases related to Global Benefits.
- Validating credits or debits and sending them to customer for collection or refund.
- Processing Explanation of benefits for provider claims.
- Working on contribution in billing payroll made from payer and payee side.
- Processing Cheque from participant for direct bill and provider side claims.
- Cash application functions to invoices at assigned sites ensuring the DRR
- Maintaining Dashboard for received claims and cheque for MIS reporting.
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Feb. 2018 – March 2019: Worked with “Paradigm’ as an Analyst.

Key Responsibilities

- On every 15th of the month we do billing & reconciliation for participants terminated.
- Processing Payroll & Leaves according to federal and state law
- We do billing for dental vision and medical.
- Respond to client requests and work to provide timely and accurate information
- Settling Disputes, customer queries, working with departments to get a resolution.
- Analyzing clients RFQ's, and develop consistently precise insurance for materials and/or service contracts
- Monitoring the client requirement and behavior to provide effective solution
- Proactively action to bring and deliver strategic approaches leave type.
- Submitting the LTD STD benefits within time frame & budget.

OBJECTIVE:

Aug. 2015- Oct 2017: Worked with Xerox (NOW KNOW AS CONDUENT) as Associate Admin

Department.

Key Responsibilities

- Administering leave records and benefits programs related to Health & Welfare Globally
- Working on workday and clients applications leave link, clarify cases.
- My core job here to manage leaves for employees and also to maintain the working hour record on weekly basis.
- Administering payments in term of STD benefits and LTD benefits.
- Providing Daily & Weekly Reports to the Leadership
- Distance knowledge of health and welfare domain, COBRA/ ERISA/
- Deductible/Coinsurance/ Copayment /PPO/ Non-PPO.

ACADEMIC QUALIFICATION

- BBA with 65% from TECNIA Institute of Advanced Studies from IP University in 2013
- 12th passed with 70% from NIOS in 2009
- 10th passed from Vidya Jain Public School CBSE in 2007

TECHNICAL & PROFESSIONAL SKILLS:

- Working on creating daily status reports
- Handling renewal and RFP transactions
- Very familiar to CITRIX applications tools
- Intermediate skills of Ms-word, Excel, PowerPoint & Internet
- STRENGTH:
- Positive attitude Devoted and dedicated to the work.
- Desire to learn more, Self-motivation and a passion to succeed
- Good Written and Communication Skills
- Good at co-ordination and team building skills
- ACHIEVEMENTS:
- Participated in interzonal debate competition
- Played cricket for school at zonal level

PERSONAL DETAILS:

Date of Birth: 12-12-1990

Language known English, Hindi & Punjabi

Hobbies: Travelling & Making friends

I hereby declare that all statements made above are correct to best of my knowledge and belief.

Signature