Tushar Madiya

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**QUALIFICATIONS SUMMARY:**

- Proven track of contributing to team operations in cost effective and time saving manner

- Obtained strong organisational and people skills by acting as a developer in 20 member team.

- Received multiple awards recognising my work ethic, ability to multi task and achieve high results

- Working knowledge of Advanced Microsoft excel, power point and excellent presentation skills

- Possess excellent verbal and written communication skills.

**EMPLOYMENT HISTORY**

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| Dates | *Employer* | *Post* | *Responsibilities* |
| May 2022- | *Pacific -Access healthcare* | *Ar Executive* | * Verifying the status of the claims. * Generating the revenue by solving the claims. * Updating the new denial codes in the process related SOP. * Managing the common platform between insurance organizations and hospitals. * Creating or updating various insurance portals * Contacting insurance companies through modes email, fax etc |
| Jan2017- Sept 2017 | Accretive healthcare(R1RCM) | *Senior Analyst* | * Verifying the status of the claims. * Generating the revenue by solving the claims. * Updating the new denial codes in the process related SOP. * Managing the common platform between insurance organizations and hospitals. |
| December2014-June2016 | AON Hewitt, Gurgaon  Sohna Road, Gurgaon,122001 | Human Resource Outsourcing Department- Team Developer | * Recruitment and on boarding of members with heavy involvement in creation of job description, resume screening, scheduling interviews, administer problem solving tests. * Knowledge of HR tools such as Taleo and Brassring * Tracking and identifying team’s Learning needs, prioritizing and managing training deployment for team as per allocated budget * As a Team Developer checking the availability of the resources for the team , and sharing the details with respective department in the case of the need * Allocating the work to the teams, checking the status of the work at regular period of time and sending the report at the end of the shift. * Checking the Compatibility of the new tools launched by IT department and helping in automation of posting the jobs on web portals. |
| June - 2012-December  2014 | AON Hewitt, Gurgaon  Sohna Road, Gurgaon,122001 | Recruitment– Team Member | * Hiring Process for Marriot Hotels U.S.A used to include Online Interviews, Screening, Background check and Offer Letter. * Posting Jobs various websites and designing the Job Description. * Tracking the status of the queries made by client and checking the progress. * Independently handling queries and directing team members to appropriate departments * Ad hoc team meeting scheduling requests, room booking, in-office and outdoor team events coordination |

**RELEVANT SKILLS**

**ADMINISTRATIVE**

* Handled team queries related to travel and meetings while directing them to appropriate departments
* Assisted the team & leadership with meeting documents
* Answering calls on behalf of managers and tracking meetings and messages in a proper fashion

**ANALYTICAL**

* Analysed team’s learning budget reports and prepared recommendations for changes in training pattern as per past trends
* Analysed budget reports, research project code anomalies and ratify discrepancies while collaborating with finance team
* Recommended new tool to gauge team satisfaction tailored to specific team needs and helped implement with PD manager

**INTERPERSONAL**

* Supervising, training and mentoring the new hires in the team.
* Received “Star performer of the team” award for high initiative & risk taking and undertaking extra responsibilities
* Team worker who is able to adapt to highly dynamic changing team situations

**Educational History**

2017-2018 Dublin Business School, 13/14 Aungier St, Dublin 2, D02 WC04

2008-2011 Bhartiya Vidyapeeth University

2006-2008 Holy Convent Senior Secondary School, Uttam Nagar

**Qualifications**

2017-2018 Master of Business Administration (Human Resource Management),

2011 Bachelors in Computer Applications

2008 CBSE Class 12, English, Physics, Chemistry, Maths and Computer Science

**Interests and achievements**

* I enjoy interacting with new people and am keen to work in a profession which enables me to mentor individuals and help contribute to their career progression.
* I volunteered as a member of the firm level training program helping new joiners develop their written and verbal communication skills.

**Other information**

* I speak and write, fluently, English & Hindi language.
* I am proficient in MS office (word, outlook and power point).