**Carrier Objective:** Looking forward for an opportunity in a challenging environment, where I can utilize my experience and skills in contribution effectively to the success of the Organization And also for the improvement of my personal skills.

PROFESSIONAL EXPERIENCE June -2014 – Sep 2015

Company name: **XEROX** Business services India PVT LTD

Designation: Associate (operations) - Health & welfare Process (US)

Clients handled: ACS, XEROX, FORD, HEINZ and SONY

**RESPONSIBILITIES:**

* Manage overall client work and activities, complying business deliverables within the scheduled date.
* Adherence to the ERISA, COBRA, HIPAA, PPACA and FLSA compliance services (in cooperation with legal counsel)
* Audit, review and track client compliance with COBRA, ERISA, Notice Requirements, SPD’s, etc
* Maintain structure and legal disclosures for qualified and nonqualified health and welfare programs
* Responsible for researching, planning and developing health and welfare benefit plans, programs and policies to offer to clients.
* Assist in the planning, implementation, and communication of health and welfare benefit plans and initiatives including medical, dental, vision, wellness, HSA, FSA and voluntary benefits
* Health plan financial reporting and data analysis
* Medical and prescription drug plan performance management and claims assessments
* Health and welfare compliance assessments
* Perform special projects as assigned
* Support the team to ensure overall compliance
* Work with direct bill processing cycle for multiple clients.
* Manage payroll, refund and direct debit for multiple clients.
* Maintain attendance sheet , task sheet and resource utilization sheet on daily basis
* Prepare varies analytical and quality check processes for clients
* Coordinating with the technology team on system updates, issue resolution.
* Provide tools and application training to new hires.
* Client database management

EDUCATION

* Master of International Business (MIB) – 80% -Bharathiyar University, Coimbatore, India
* Bachelor of Business Management (BBM)-70%- Kannur University, Kerala, India

SPECIALISATION

* Logistics and Supply Chain Management
* Human Resource Management

CERTIFICATION

* Logistics and supply Chain Management from **CII** (Confederation of Indian Industry Institute of Logistics)

PROJECTS UNDERTAKEN

**INTERNEE IN TEXMO INDUSTRY**

DEPARTMENT - LOGISTICS AND SUPPLY CHAIN MANAGEMENT

DUTIES AND RESPONSIBILITIES:

* Maintaining warehouse inventory and ensuring stocks are best to last for a month
* Feeding information of customer orders into the system
* Supervising loading and unloading, and quality of packing
* Working out material necessity for future roll out time (monthly or bimonthly) in discussion with the project manager
* Providing logistics support to staff on tours by arranging their land, air and train ticket

PERSONAL INFORMATION

* Date of Birth : 23rd Jan 1991
* Language skills : English, Hindi, Malayalam
* Relationship Status : Married
* Nationality : Indian



**Gulfjobseeker.com CV No:** **1490694**