Rajeswaran

Email: rajeswaran.375167@2freemail.com

**Executive Summary:**

A dynamic and adaptable professional with 40+ months experience in Customer handling across

multiple Geo s. Have looked up on every challenge as opportunities and have had a considerable

Success rate in converting the opportunities to case studies.

**Experience Summary:**

* Cognizant Technologies - (March, 2014 to October, 2017) – Senior Coordinator(Academy) HR

**Responsibilities Summary**

* **Corporate HR**
* Cognizant Career Architecture (CCA) role out, compliance monitory reporting and follow-up.
* Sending Confirmation document for the associates once completed the track.
* **Separations**

 ✓ ***Payroll reports:*** (HCM and ESA consolidation / Reporting)

 ✓ ***Job Abandonment:*** Compliance reporting, Warnings, Revoke and

 Termination.

* **GSD and Admin support:**

 ✓ ***Associate care:*** Assisting Global user regarding the Query for internal courses and external certification reimbursement also providing confirmation document for the new joiners.

 ✓ ***Admin Support:*** Helping the user through screen share and resolving the by installing required software and versions.

* **Assurant Health (Claims Adjudication - Backoffice)**
* Receives claims from the treating Provider/Clinic.
* Will review the information & determine the claimant is eligible for payment or not.
* Claims will be adjudicated for payment based on the information submitted like

Procedure code, plans etc.

* **Customer care (Insurance Policy)**
* Intimating the health insurance policy holder in USA about the expire date of the policy and making the renewal of existing policy through call.
* Helping the use to know about the policy coverage and plan cost.

**Achievements:**

* Zero defects award Q3, 2016 and Q4, 2017. Have served as the Domain / Process trainer

for all new entrance in the team (On the Job).

* Quality Monitoring for transactions handled by team members with standard

Parameters.

* Star Performer - Opel and wow award in 2014 and 2015
* Corporate Social Responsibility (CSR) events organized in the company.
* Won winners in corporate match football tournament.

**Education Summary:**

**Bachelor of computer science (65%) -** Sri Krishna collage of arts and science, Bharathiyar university – 2012

**HSC- Computer science (70%) -** St. Pauls Matriculation & Higher Secondary School - 2009

**Key Strengths:**

* Result oriented
* Team Player
* Self-driven
* Out of the box solution
* Quick learner

**Personal Details:**

\*Date of Birth -27th November 1991

\* Status - Single

\*Nationality - Indian

\*Linguistic Proficiency - To Speak: English, Tamil

 To Write: English, Tamil

 To Read: English, Tamil

\*Visa Status - Visit visa (Till FEB 4th)

**DECLARATION**

I solemnly declare that all the particulars given above are true to the best of my knowledge and belief.

 Date: Signature

 Place: Rajeswaran