

Data Analyst with 10 Years of Experience

Professional Experience:

Result oriented professional with distinctive track record of over 10+ years of experience in B2B Call Centers, MIS & Reporting, Operations & Project Management, General Accounting, Accounts Receivables & Accounts Payables, Credit Control, and Invoice Processing Accounts Reconciliation in U.S. Healthcare, Insurance and Finance Domains.

Educational Qualifications:

PGDBA

B. Com

Work Experience and Skillsets:

- Proficient in Accounts Receivables, Accounts Payables, Reconciliation, Credit Control & Invoice Processing
- Exposure and Strong skills in Financial Analysis and Financial Modelling in MS-Excel
- MIS Reports and Data Analytics
- Exposure in Data Mining and handled huge size of datasets
- Strong exposure and knowledge in Python, MS-SQL and Data Visualization in MS Excel
- Proficient in ML Algorithms in Python
- Well versed in MS Office and possess strong skills in advanced MS Excel including and SharePoint applications
- Excel Automation using VBA and Macros
- MS-Access VBA Automation in Forms, Queries & Reports
- Proficient in Excel Formulas and creating Interactive Dashboards
- Proficient in creating MS PowerPoint Presentations & Decks to Senior Management
- Exposure in BPM (Business Process Mapping) in MS Visio & Adonis
- Statistical Analysis & Predictive Analytics in Python
- Experience International Voice Process in B2B environment
- Accounts Receivables and Accounts Payable and Invoice Preparation Experience in Multinational Environment including Collections Process and Credit Control Process
- Exposure to General Accounting

- Exposure in Operations Management & Project Management
- Exposure in Six Sigma, Project Management & PRICNE2 methodologies
- Client Interaction Experience
- Transaction Processing and Audit Experience
- Training experience
- Knowledge of Office 365 Migration

Position: Sr. Data Analyst

Roles & Responsibilities

- Handled Operations Process in Healthcare and Finance Domain
- Automation of U.S. Healthcare Payment Posting & AR Follow-up
- Financial Analysis & Financial Modelling in MS-Excel
- Data Analytics and MIS Reports adhering the SLA & KPI
- Automation of Excel Reports (RPA) using VBA and Macros
- MS-Access VBA Automation in Forms, Queries & Reports
- Data mining and data handling writing complex SQL queries
- Data Analysis using Statistical Methods
- Client Interaction

Position: Sr. Executive – Finance & Accounts

Roles & Responsibilities:

- Worked on Accounts Receivables and Payment Entry in ERP Systems in Insurance and Finance Domain
- Handled Credit Control Process
- Worked on Accounts Payable & Invoice Processing
- Master Data Management
- Financial Analysis & Financial Modelling in MS-Excel
- Data Analysis and Accounts Reconciliation
- Preparing Weekly & Monthly MIS Reports
- MS-Access VBA Automation in Forms, Queries & Reports
- Preparing Decks in MS-Power Point to Senior Management
- Data Visualization in MS Excel & IBM Cognos
- Updating SOPs
- Client Communication

Position: Quality Analyst

Roles & Responsibilities:

- Working on US Healthcare Accounts Receivables Accounts receivables process
- Quality Auditing of Transactions of US Healthcare claims
- Preparation of Periodical MIS Reports to the Management and to the Client
- Working on EDI Claim Rejections
- Analyzing the AR Aging Report and Denials Management
- Periodic Client Communication
- Providing periodical Process Training and feedback to the agents
- Making sure that the QA standards of the process and calls are met
- Coordinating with TLs and Managers
- Client Communication and preparing client feedback reports.

Data Analyst / MIS Executive

Roles & Responsibilities:

- Handling Accounts Receivables & Payables
- Following up with creditors for outstanding AR collections
- Invoice Preparation and voucher entries
- Journal Entries and Accounts Reconciliation
- Balance Sheet Reconciliation
- Preparation of Finance Reports in MS-Excel
- Data Analytics using statistical methodologies
- MS-Access VBA Automation in Forms, Queries & Reports

Position: Operations Analyst

Roles & Responsibilities:

- Worked on US Healthcare Accounts Receivables Projects and Credit Control
- U.S. Healthcare Insurance Calling and Follow-up
- Healthcare Denials Management
- Analysis of Aging Report
- Working on EDI Claim Rejections
- Data Analysis and MIS Preparation
- Periodic Client Communication
- Worked on Projects

Position: Team Leader

Roles & Responsibilities:

- Team Handling and Process Handling of Voice & Non-Voice Processes of US Healthcare Projects Accounts Receivables
- Denials Management
- People Management
- Process Management
- Training and Development of Team Members
- Client Communication and client handling
- MIS Reporting
- Accounts Receivables and Analysis of the Insurance Process
- Periodic Client Communication
- Quality Audit

Position: Accounts Receivables Analyst

Roles & Responsibilities

- US Healthcare Accounts Receivables Insurance AR calling and Analysis on Accounts Receivables
- Transaction Processing of Credit Control and Reconciliation
- Quality Audit and preparation of MIS Reports for Quality
- Data Entry and Transaction Processing.