

RAMYA B

Human Resource

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CAREER OBJECTIVE

Dedicated and enthusiastic HR professional seeking an opportunity to Join a dynamic organization and contribute to its success through effective HR practices. I aim to build strong relationships with employees and management and drive business outcomes through strategic HR Initiatives. I am excited to learn and grow with a forward-thinking organization.

EDUCATION

- MBA (HR) - University Of Madras (2024)
- B.Com (General) - Meenakshi academy of higher education and research (2021)

WORK HISTORY

SCHOLAR OVERSEAS – Admin Executive (May 2024 – May-2025)

- Manage day-to-day activities, schedules and tasks
- Provide guidance and support to students who seeking for the placements in abroad.
- Manage the overall application process Including documentation and submissions.
- Maintain comprehensive records for the employees and candidates.

SAGILITY HEALTH CARE – Senior process consultant (2.6yrs)

- As a Medical Biller well knowledge in USA Claims adjudication.
- Handling health Insurance medical bill and Review and Attention to detail to ensure accuracy.
- Should meet the targets with the good accuracy and time.

TECHNICAL SKILLS

- MS Word, MS Excel, Power point
- HTML, CSS, Javascript (Basics)
- Canva – Video and templates designing

PERSONAL TRAITS

- Comprehensive problem-solving abilities
- Have willingness to learn new things
- Ability to work with team & quick learner

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge & belief.

Your's Sincerely
(RAMYA.B)