



SHILPA MAHENTHARAN

HUMAN RESOURCES

CONTACT

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LANGUAGE

- English
- Tamil
- Kannada

EDUCATION

- MBA (Human Resource)-Pursuing
- BA – Economics - 2018 - 2021

SKILLS

- Leadership
- Time Management
- Problem Solving
- Onboarding
- Communication
- Tally
- Employee Relations

CERTIFICATION COURSES

- Tally ERP - 9
- NLP- Natural Language Processing

OBJECTIVE

Shilpa, pursuing MBA in HR and has a solid Educational foundation with an BA in Economics from Bharathiar University. I'm seeking opportunities to leverage my academic background in HR to contribute effectively to organizational growth.

PROFESSIONAL EXPERIENCE

HR Admin cum PA at Shree Radha Wealth Management in Dubai, UAE (04/07/2022) – (21/03/2024)

HR Admin/PA

- Recruitment support like posting job openings, screening resumes, scheduling interviews, and coordinating with hiring managers.
- Onboarding process like preparing new hire paperwork, and setting up employee accounts.
- Answering phone calls, managing mail correspondence, scheduling meetings, and maintaining office supplies.
- Managing executive calendars and appointments, arranging travel to MD and accommodations, preparing presentations and documents, and handling confidential information.

AR Caller at Omega Healthcare in Bangalore, India (09/02/2021)-(11/02/2022)

- Initiate telephone calls to insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions.
- Manage Day to Day activities of Denials Processing/ Claims follow – up/ Customer Services.
- Used RCM Software to track patient care episodes.

ADDITIONAL QUALITIES

- Familiar with MS Excel and SAP.
- Smart worker, Fast Learner and Team Player.
- Completing the Assigned task before dead time.