

**P.VIGNESH**  
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**Thiruvottiyur Chennai-600019**

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### **OBJECTIVE**

Looking for Utilize experience in identifying and resolving team issue in order to meet production goals and boost quality for company

Focuses on the functional, technical and implementation-related aspects of the work products being produced by the Team, as well as the flow of work through the team from point of receipt to the delivery of the corresponding work product(s). Looking for a challenging careers.

### **WORK EXPERIENCE**

Started working In Episource India private limited as a (Buzz work India Private Limited employee) with a designation of Data Entry Specialist – HEDIS from (Sep 2018 to Jun 22). After Promoted as an EXECUTIVE – HEDIS continuing in Episource India Private limited with a direct Employee.

- Working as Executive - HEDIS in Episource India Pvt. Ltd from (Sep 2018 to until date).

### **HEDIS Abstracting Measures:**

**TRC - MRP, PE, NIA and RDI, COL, CDC - CBP, HBD -A1C and EED, COA -PA, FS, ML & MR, BCS, OMW, OSW, STATIN, INFLUENZA, KED, FMC, HOSPICE, PALLIATIVE, DEATH EXCLUSION.**

### **ROLES AND RESPONSIBILITIES**

- Analyzing data's as per client instructions.
  - Experiencing in handling tools such as DATARAP, HEDIS tool, EPRG.
  - Worked as per NCQA guidelines for provider ratings.
  - Analyzing data as per NCQA guidelines
  - Follow-up the client instructions and providing timely information.
  - Maintaining the utmost quality with accurate information's.
- Working as Document Specialist in RR DONNELLEY from (Jan 2017 to Jul 2018).

### **ROLES AND RESPONSIBILITIES**

- Create the Note text, Financial and Holdings data as per requirement.
- Receiving & Distributing for both incoming and outgoing documents and mails.
- Delivering the assigned activities promptly.
- Delivering High priority jobs with 100% accuracy.

### **PROJECT HANDLED**

**Project: FundSuiteARC.& Reportbuilder**  
**FundSuiteARC: V2.8 Reportbuilder: V8.0**  
**Tools: MS Office, Adobe, Hypersnap, Internet Explore**

My nature of work is to prepare and alter “Financial Reports” in RRD developed website, based on client's requirement.

Description: Project deal with financial information's stored in Annual Semi-Annual, Quarterly and Monthly transactions. It produces the detailed information about the customer financial transactions and print the details in a book form like PDF, Word and Excel.

## **EDUCATIONAL QUALIFICATION**

**Bachelor Of Arts (History), Madras University, Chennai, Tamandua year of passing May 2016, 78%.  
Government Higher Secondary School, Tamil Nadu State Board, 2012-13, 63%.  
Government Higher Secondary School, Tamil Nadu State Board, 2009-10, 72%.**

## **ACHIEVEMENTS**

**During my service period I've received few Performance Excellence Awards for the Months of(Sep2017, Nov-2017).**

## **SOFT SKILLS**

**Good Team Player.  
Adaptive to all Environments.**

## **HOBBIES**

**I like to Listen Music and Reading Books, Interested to Mimicry  
I won the 'Adzap' event first price in RR Donnelley**

## **PERSONAL DETAILS**

**Date of Birth : 19/11/1994  
Father's name: Panjacharam  
Gender : Male  
Marital Status: Single  
Language known : English, Tamil**

## **DECLARATION**

**I hereby affirm that all the details furnished above are true to the best of my knowledge and belief.**

**Date  
Place : Chennai**

**Vignesh.P  
Signature**