

NEERAJ SINGH

☎: 0129 4117404; ☎: +91 9717710739 ✉ neerajsinghtomar1982@gmail.com

E-BILLING MANAGEMENT / HR & ADMINISTRATIVE MANAGEMENT PROFESSIONAL

PROFILE

- Offering 17 years & 2 Months of experience in e-billing Management, HR & Administrative Mgmt.
- Proficient in team management activities involving planning, allocations, client management, and resolving the issues related to e-billing. Conversant with IP related operations and e-billing software.
- Expertise in legal invoicing, policies and guidelines, techniques, and procedures as well as comparative & indent analysis.
- Good relationship, management & negotiation skills in liaising with regulatory authorities for grants, approvals. Excellent communication, interpersonal and time management skills.

Core Skills

- E- billing Policies & Procedure
- Client Management
- Legal Invoicing
- HR Assistance
- Coordination & Liaison
- Relationship Management
- MIS Reporting
- Negotiation Skills

PROFESSIONAL SUMMARY

Perfexio Legal

January'23 – till date

Designation: Manager HR-Admin & Billing

Location: Greater Noida [U.P]- INDIA

- ✈ Organize and maintain personnel records, enter new data, and update previous employee data in internal HR databases
- ✈ Review, revise, and update company policies.
- ✈ Prepare various HR documents, including new hire guides, employment contracts, compensation lists, and more.
- ✈ Assist recruiters, talent acquisition teams, and other HR staff with activities, such as onboarding of new recruits.
- ✈ Monitoring the outstanding payments of clients and communicating with concerned person at the client's end for payments on time.
- ✈ Supervise other staff and delegate responsibility.

Achievements:

- ✈ Managed Hr-Admin & Billing portfolio of 5 Months.
- ✈ Worked directly with the senior management.
- ✈ Worked with a team of 3 members, handling billing for entire company activities composed of 4 departments.

Designation: Manager E-Billing & Admin

Location: Gurgaon [H.R]- INDIA

- ✦ Handling entire gamut of operations like analysis and listing clients for new invoice as per guidelines and policies, invoice processing through various e-billing portals i.e., Serengeti Tracker, Counselink, Tymatrix360, Passport Collaboration Portal, FTP etc...
- ✦ Producing and analyzing the E-billing client's report, every fortnight; uploading all Legal Invoices on e-billing portals.
- ✦ Assisting Attorneys regarding errors and supporting with inputs for resolving issues.
- ✦ Identifying and analyzing the errors and suggesting the course of action to remove errors.
- ✦ Monitoring the outstanding payments of clients and communicating with concerned person at the client's end for payments on time.
- ✦ Administering and assigning task to the team members as per the skills acquired.
- ✦ Coordinating and communicating with tech support team of all e-billing portals developing solutions to the errors.
- ✦ Recruiting and training personnel and allocate responsibilities.
- ✦ Developing, reviewing, and improving administrative systems, policies, and procedure.
- ✦ Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- ✦ Recruiting and training personnel and allocate responsibilities.
- ✦ Supervising the day-to-day operations of the administrative department and staff members.
- ✦ Preparing, organizing and storing information in paper and digital form.
- ✦ Ensures operation of equipment by completing preventive maintenance requirements, Calling for repairs, Pest Control, maintaining equipment inventories.
- ✦ Provides information by answering questions and request by the vendors.
- ✦ Maintains supplies inventory by checking stock to determine inventory level.

Achievements:

- ✦ Managed e-billing for a period of 16 years & 9 Months.
- ✦ Worked directly with the senior management.
- ✦ Worked with a team of 3 members, handling e-billing for entire company activities composed of 8 departments.
- ✦ Created, maintained, and monitored the entire e-billing process of company, while creating and submissions of legal invoices for 200+clients.

ACADEMIC CREDENTIALS

Institute	Course/Examination	Year
Indira Gandhi National Open University, New Delhi (JLJ Group, Govt. Recognized DOEACC, Institute)	Bachelors of Computer Application [B.C.A]	2006
Maharshi Dayanand University, Rohtak	Master of Commerce [M.Com]	2004
Maharshi Dayanand University, Rohtak	Bachelor of Commerce [B.Com]	2002
Haryana Board of Intermediate Education	12 th Std.	1999
Haryana Board of High School Education	10 th Std.	1997

Technical Skills

- Well versed with:
 - LEDES 3.0 98BI (e-billing software)
 - MS Office, and Internet applications

Strength

- I'm a quick learner and I'm adaptable to work in any environment. I consider myself as a focused person.

Weaknesses

- I'm afraid of asking for help, however, I am learning to ask for help from others to expedite my own work

PERSONAL DOSSIER

Date of Birth 27th December 1982
Languages Known English & Hindi
Permanent Address House No. 331, Sector- 17, Faridabad- 121002, Haryana, INDIA
Marital Status Married
Passport No P4323367