



## NEERAJ SINGH

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### E-BILLING MANAGEMENT / HR & ADMINISTRATIVE MANAGEMENT PROFESSIONAL

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#### PROFILE

- Offering 17 years & 1 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

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**Perfexio Legal**  
**[IPR, Law Firm]**

**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 responsibilities.
- ✦ Taking backlog status every Thursday from all the Associates & Paralegal's.

**Achievements:**

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

**Remfry & Sagar Consultants Private Limited  
[IPR, Law Firm]****January'06 – October'22****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.
- ✦ Supervise other staff and delegate responsibilities.

## ACADEMIC CREDENTIALS

Institute	Course/Examination	Year
Indira Gandhi National Open University, New Delhi	Master in Business Administration [MBA in HR]	Pursuing [2023 Batch]
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 <sup>th</sup> Std.	1999
Haryana Board of High School Education	10 <sup>th</sup> Std.	1997

### Technical Skills

↗ Well versed with:

- LEDES 3.0 1998BI (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 27<sup>th</sup> December 1982  
Languages Known English & Hindi  
Permanent Address House No. 331, Sector- 17, Faridabad- 121 002, Haryana, INDIA  
Marital Status Married  
Passport No P4323367