

## NERALA ANUSHA

✉ anusha30n@gmail.com

☎ 8143299116

📍 Flat no:301, Yuvan Prestige, Shirdi Hills, Gajularamaram, Kukutpally, Hyd-500055.

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### Objective

Accomplished HR department operations responsible for Sourcing, Screening, Recruitment, Performance management and new employee orientation.

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### Experience

3 Jan 2022 - Current	<b>Selleck</b> Human Resources Associate <ul style="list-style-type: none"><li>* Sourcing, Screening and Recruitment of candidates.</li><li>* Posting Jobs in Indeed, Naukari.</li><li>* Maintaing employee records.</li><li>* Arranging for Training and Development of new employees.</li><li>*Hiring the right employees for the right jobs.</li><li>* Maintaing work culture.</li><li>* Employee engagement.</li><li>* Employment relations.</li></ul>
2020/09 - 2021/09	<b>Infinix pvt ltd</b> AR Associate <ul style="list-style-type: none"><li>* Call Insurance companies on behalf of physicians and carryout further examination on outstanding Accounts Receivables</li><li>* Prioritize unpaid claims for calling according to the length of time it has been outstanding.</li><li>* Call insurance companies directly and convince them to pay the outstanding claims</li></ul>
2019/08 - 2020/09	<b>Hinduja global solutions</b> Trainee Process Consultant <ul style="list-style-type: none"><li>* Understand the client requirements and specifications of the project.</li><li>* Initiate telephone calls to insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions.</li><li>* Ensure that the deliverable to the client adhere to the quality standards.</li></ul>

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### Education

2021	<b>Omega PG College</b> MBA FINANCE 64%
2019	<b>Omega Degree College</b> Bcom Computers 8.9

2016	<b>Sri Medha V Junior College</b> Intermediate 68%
2014	<b>SR Digi School</b> SSC 8.2

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## Skills

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Human resources management

Recruitment

Communication

Ms office

SAP - HR

Employee relations

Talent management

Ethics

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## Certifications

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Diploma in Human Resource Management - Udemy