

VIJAY R

MIS Executive | Data Analyst

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PROFESSIONAL SUMMARY

Detail-oriented professional with 5+ years of experience in healthcare insurance operations, TPA claims processing, and data-driven reporting. Proficient in Microsoft Excel, MIS dashboards, and compliance-based data management. Adept at analyzing large volumes of claims data, reducing processing TAT, and delivering actionable management reports. Seeking a role as MIS Executive or Data Analyst to leverage analytical skills and domain expertise.

CORE COMPETENCIES

MIS Reporting	Data Analysis	MS Excel	Dashboard Design	Claims Processing	IRDAI Compliance
Pre-Authorization	TAT Optimization	Process Improvement	Risk Management	Client Management	Medical Coding

WORK EXPERIENCE

Tandem Consulting Group (TCG)

Jan 2026 – Present

Associate TPA

- ▶ Managed health insurance and TPA claim processing for PSU corporate clients (cashless & reimbursement).
- ▶ Prepared and maintained MIS dashboards and daily/weekly/monthly reports for management review.
- ▶ Verified medical records, policy documents, and billing details to ensure claim eligibility and accuracy.
- ▶ Processed CMCHIS government-scheme cases including pre-authorization and claim document verification.
- ▶ Coordinated with hospitals, PSU corporate accounts, and insurers to ensure smooth, timely processing.

Family Health Plan TPA

Oct 2022 – Nov 2023

Claims Executive

- ▶ Processed cashless and reimbursement claims with high accuracy; reduced claim TAT by improving documentation.
- ▶ Maintained MIS reports and Excel-based dashboards for management tracking of claim volumes and TAT metrics.
- ▶ Performed pre-authorization reviews, eligibility verification, and ensured IRDAI regulatory compliance.
- ▶ Resolved member queries and coordinated with hospitals and corporate clients for claim clarifications.

Vipul Medcorp

Jan 2020 – Jan 2022

Insurance Executive

- ▶ Managed end-to-end healthcare insurance processes including TPA claims and risk management tasks.
- ▶ Utilized medical coding expertise to improve accuracy and processing speed of insurance claims.
- ▶ Maintained high performance under pressure, consistently meeting tight deadlines.

KEY ACHIEVEMENTS

- ▶ Reduced claim TAT by 20%+ through process improvements and documentation accuracy initiatives.
- ▶ Designed and maintained Excel-based MIS dashboards adopted by management for weekly performance reviews.
- ▶ Successfully processed 1000+ CMCHIS government-scheme cases with zero compliance breaches.
- ▶ Coordinated multi-stakeholder claim resolution across hospitals, TPAs, and corporate PSU clients.

TECHNICAL SKILLS

Reporting & Analytics	<i>Microsoft Excel (Pivot Tables, VLOOKUP, Charts), MIS Reports, Dashboards</i>
Insurance & Domain Tools	<i>TPA Claim Portals, Pre-Authorization Systems, Medical Coding (ICD/CPT)</i>
Productivity Suite	<i>MS Word, MS PowerPoint, MS Outlook</i>
Regulatory Knowledge	<i>IRDAI Guidelines, CMCHIS, ECHS/CGHS Scheme Processing</i>
Soft Skills	<i>Data Accuracy, Deadline Management, Client Communication, Team Collaboration</i>

EDUCATION

B.E. Mechanical Engineering – Peri Institute of Technology	<i>2019</i>
Higher Secondary (XII) – Govt. Higher Secondary School, Velachery	<i>2015</i>
Secondary (X) – St. Mark's High School	<i>2013</i>

CERTIFICATIONS

- ▶ Certified Java Developer Associate (JDAC-24)
- ▶ ADCA Certificate – C, C++, Java, SQL

PERSONAL DETAILS

Date of Birth	<i>13 October 1996</i>
Languages Known	<i>Tamil, English</i>
Marital Status	<i>Single</i>
Location	<i>Adambakkam, Chennai – 600088 (Open to relocation)</i>