



**J SANTHOS KUMAR**

## Contact

**Phone : 8973376003**

**E-Mail :  
mechsanthos @gmail.com**

## Address :

**6/6/33, Pandiyan Nagar,  
Kariapatti Taluk  
Virudhunagar – 626106.**

## Skills

**MS Office**

**AutoCADD Drafting  
Documents Creations**

**Solid Works**

**Ansys**

## Languages

**Tamil, English**

## Personal Details

**DOB : 06/04/1994**

**Marital Status: Bachelor**

**Gender : Male**

**Father's Name : A.Jayachandran**

**Mother's Name : J.Anbukkarasi**

**Passport No : B9520915**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization

## Career Experience

Currently Working as a **SERVICE DELIVERY EXECUTIVE** at Neeyamo Enterprise Solutions P. Ltd, Madurai from May, 2016 to Present. Is a Part of Global Healthcare Billing Partners in Madurai, Service delivery is the part of a health system where patients receive the treatment and supplies they are entitled to. It enables the delivery of a high quality service to end users, and to ensure Service Support and Service Delivery processes are in place to meet business needs. A medical classification used to transform descriptions of medical diagnosis or procedures into standardized statistical code in a process known as clinical coding.

**Application Tool:** Experienced in DocuTrack and Framework. DocuTrack is an end-to-end workflow solution that organizes, stores, routes, retrieves, processes, and tracks all documents and content in your pharmacy. Whereas Framework allows us to offer the ability to replace paper-based systems with a single software solution. Framework is designed to increase efficiency, productivity, and give your facility a competitive edge.

### Role and Responsibilities:

- Understanding the client requirements and providing specification document
- Guiding and providing optimized solutions to Peer Team members and reviewing the design documents.
- Analyzing the functionalities and workflow of the Application
- Experienced in analysing the issue and giving the permanent fix for many complex tasks.
- Good communication skills and adept at facilitating walkthrough and training sessions.
- Ensure timely delivery regardless of the issue and proactive in reporting and solving the issue.
- Quick response in a crisis situation.
- Basic Knowledge in Excel Formula.
- Organized and well-structured at work.
- Very good Team Player.

## Education

<b>2011 - 2015</b>	<b>Bachelor Of Engineering (Mechanical)</b> Oxford Engineering College, Trichy, GPA: 7.173
<b>2010 - 2011</b>	<b>HSC</b> Alagappa Model Hr Sec School, Karaikudi. Percentage: 86.4%
<b>2008 - 2009</b>	<b>SSLC</b> Amala High School, Kariapatti. Percentage: 83.8%

### Career Summary

- ☐ Worked as TVS at Kumidipoondi, (Supervisor) - 6 Months
- ☐ Worked as NEEYAMO at Madurai, (Service Delivery Executive) - 6 Years
- ☐ Working as NRM Steel traders at Madurai, (Accounts & Billing Provider) - Till Work

### EXTRA-CURRICULAR ACTIVITIES:

- ☐ Hardware & Networking (Conducted by SRM Info Tech Computer Education, Karaikudi).
- ☐ Participated and won prizes in sports competition in school and inter school levels (Running, Kho-Kho, and Throw Ball).

## Disclaimer

I hereby declare that all the information mentioned above is true to the best of my knowledge

**Signature**

(J SANTHOS KUMAR)

29-Apr-2022

Santhose Kumar J

Employee ID: 102665

Location: Madurai

**RELIEVING CUM SERVICE CERTIFICATE**

Dear Santhose Kumar J,

With reference to your resignation dated **01-Mar-2022**, we hereby accept your resignation from the services of the company. Please note that you have been relieved from the services of the company effective close of business hours on **29-Apr-2022**.

Your service record with the Company is as follows:

Date of Joining	: 23-May-2016
Date of Leaving	: 29-Apr-2022
Designation	: Service Delivery Executive
Department	: BGV

Your accounts if any, will be settled by our Finance Department.

Your contribution to the organization and its success will always be appreciated. We thank you for your services and take this opportunity to wish you all the very best in your future career endeavors.

Warm Regards,

**For Neeeyamo Enterprise Solutions Pvt. Ltd.**



Rupinder Kaur  
Director  
**Human Capital Management**

*\*For employment verification request, please reach out to  
HRSSC.helpdesk@neeyamo.com*