



Hajira Begum

PROCESS EXECUTIVE | MBA {HR}

WORK EXPERIENCE

Process Executive August 2024-March 2025

COGNIZANT TECHNOLOGY SOLUTIONS

- As a Process Executive in the healthcare domain, I was responsible for processing insurance claims, verifying patient information, and ensuring compliance with HIPAA and client-specific guidelines. I handled critical back-end tasks including claim adjudication, data entry, and quality checks, contributing to accurate and timely claim resolution. My role also involved coordination with internal teams to address discrepancies and maintain service level agreements (SLAs), while upholding high standards of accuracy and confidentiality.

KEY STRENGTHS:

- Strong understanding of healthcare processes and insurance claim lifecycle
- Detail-oriented with excellent data accuracy and quality control
- Proficient in MS Office (Excel, Word) and internal workflow tools
- Ability to work efficiently in fast-paced, deadline-driven environments
- Excellent communication and interpersonal skills
- Quick learner with adaptability to new systems and processes
- Strong teamwork and collaboration across departments
- Committed to maintaining data confidentiality and compliance standards

EDUCATIONAL HISTORY

MASTERS IN BUSINESS ADMINISTRATION (MBA)

Human Resources (HR)-Major CGPA: 7.74

VILLA MARIE PG COLLEGE FOR WOMEN - {OSMANIA UNIVERSITY}

BACHELOR'S IN BUSINESS ADMINISTRATION (BBA)

Finance-Major GPA: 89.9%

SIDDHARTHA DEGREE COLLEGE - {OSMANIA UNIVERSITY}

ADDITIONAL INFORMATION

- Current Location:** Bahrain
- Availability:** Immediate Joiner
- CPR Status:** Valid
- Employment status:** Available (unemployed)
- Mobile:** +91 9381596561 (WhatsApp only)
- Nationality:** Indian

LANGUAGES KNOWN:

- English – Fluent
- Hindi – Fluent
- Telugu & Urdu-Fluent
- Arabic (learning)

PROFILE

MBA graduate with specialization in Human Resources and corporate experience as a Process Executive at Cognizant Technology Solutions. Experienced in HR operations, healthcare process management, employee coordination, documentation, compliance support, and administrative operations. Worked in the Healthcare domain (Allied Health) using multiple enterprise and healthcare software systems. Currently residing in Bahrain with valid CPR and available as an immediate joiner. Detail-oriented professional with strong organizational and communication skills.

SKILLS

- Proficient in MS Word, Excel, Outlook
- Strong communication & organizational skills
- Time management & multitasking
- Ability to work in multicultural environments
- Soft skills
- Adaptive

CAREER OBJECTIVE

Dedicated and adaptable professional currently based in Bahrain, seeking a suitable position in a dynamic organization where I can contribute my managerial skills and continue to grow professionally. I am quick to learn, organized, and eager to be a valuable asset to a team.

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