

# Daljit Kaur Saini

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Dynamic Human Capital Management Analyst with a proven track record at Wipro, enhancing business growth by aligning human capital strategies with corporate objectives. Expert in business process improvement and client relationship management, I have significantly contributed to successful mergers and acquisitions, and spearheaded comprehensive HR audits. Skilled in crafting competitive compensation structures and resolving financial discrepancies, my approach boosts organizational efficiency and employee satisfaction.

## Experience

### Human Capital Management Analyst (Wipro)

Nov-2021-Sept-2023

- Partnered with leadership teams to align human capital strategy with business objectives, driving growth.
- Supported mergers and acquisitions projects by facilitating smooth integration of diverse workforces.
- Provided expert guidance on compensation structures, ensuring competitive pay scales across the organization.
- Creates necessary training to educate and guide employees with HCM system, includes absence Management , benefits, human resources ,and compensation .
- Conducting comprehensive HR audits and identifying areas of improvement
- conforms to safety standards, as prescribed
- Performs other tasks related to the position as assigned.

### Transaction Processing Associate Medical Billing (Accenture)

Nov 2019 to Oct -2021

- Ensuring the patients medical information accurate and up to date
- Preparing bills and invoices, and documenting amounts due for medical procedures and services.
- Collectings and reviewing referrals and pre-authorizations.
- Following up on missed payments and resolving financial discrepanices.
- Examining patient bills for accuracy and requesting any missing information
- Investigating and appealing denied claims

## Education

### Westcliffe University

2023-2025

- MBA

### Guru Nanak College of Arts, Commerce and Science,India

2016-2019

- Bachelor of Management Studies Finance

## Certification

- Certified investment Banking operations Professional
- Advance Financial accounting (tally ERP 9.0)
- NISM certified in mutual funds distributor
- Certified of participation in Intagroom007
- Participate in synergy event of B.M.S

## Skills

- Client Relationship Management
- Policy analysis
- Business process improvement
- Business Analysis
- Multitasking
- Problem-solving
- Creativity
- Time Management
- Eye for Detail
- team Work And Collaboration