

## SHARMISTHA BANERJEE

Contact:  
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**Objective:** Looking for suitable opportunity in Human Resource / Administrative role.

### Work Experience:

- September 2014 – Current:  
Kare4U Healthcare Solutions Private Limited  
Hyderabad, India

#### Responsibilities:

- Drive IT/Non-IT recruitment cycle from sourcing to onboarding.
- Help upper management in rolling out of employee policies and benefits.
- Manage employee engagements, new employee trainings.
- Manage employee attendance & leave.
- Manage issues relating to employee discipline with company policies and legal requirements and grievances.
- Manage performance management activities.
- Manage Exit formalities.
- Additional responsibility: Help the marketing team with digital marketing.

- January 2006 – September 2009:  
Health insurance advisor,  
Statewide Health Insurance Benefits Advisors (SHIBA),  
Washington, USA

#### Responsibilities:

- Help senior citizens understand their health insurance options
- Answer detailed questions on Medicare and Medicaid plans
- Help the clients fill up and file applications for insurance policies

- April 2003 – December 2004:  
Claim specialist,  
Golden Trust Financial Services,  
West Bengal, India

#### Responsibilities:

- Advise clients on available health insurance options
- Own claim-processing for Gujarat and the southern states of India
- Help customers with grievance resolution for denied claims

**Education:**

- Master of Business Administration  
Specialization: Human Resources  
Sikkim Manipal University, India  
December 2015
- Certificate in Business Administration,  
University of Washington, USA  
August 2008
- Diploma in Computer Applications (DOEACC 'A' Level),  
All India Council for Technical Education, India  
December 2002
- Bachelors of Science (Honours in Botany)  
Burdwan University, West Bengal, India  
May 1999

**References:** Available upon request