

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