

# **DEEPANJAN BANERJEE**

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## **CAREER OBJECTIVE**

Highly proficient professional with proven analytical abilities and organizational skills. Fast learner who has been consistently cited for ability to achieve rapid comfort level in new environments. Rigorous, quality-conscious contributor with solid analytical and writing skills. Able to work independently using initiative and as part of team to tight deadlines.

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## **PROFESSIONAL SYNOPSIS**

- ▶ Result oriented professional possessing nearly 20 Years of career experience.
  - ▶ Hardworking, Competent & Efficient.
  - ▶ Corporate Experience, Professional Qualification, Problem Solving Ability with Analytical Skills.
  - ▶ Capacity to make balance between personal and professional life.
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## **EMPLOYMENT SCAN**

*Name of the Company*  
*Designation*  
*Duration*

*S. Majumdar & Co.*  
*Trademark Coordinator*  
*From Apr'2012-Till Date*

## **ROLES & RESPONSIBILITIES**

- Providing trademark and design search, filing upto registration and renewal quotation to clients.
- Overseeing Foreign Trademarks and Designs– instructing overseas associates to conduct trademark or design search, conversion of positive cases to filing.
- Sending filing instructions of a trademark or design to overseas associate. Guiding the case upto registration and taking actions on Renewal of the Trademarks or Designs. Publication and registration reports are also sent to client.
- Forwarding the Certificate of Registration and Renewal to clients.
- Regular liaison with overseas associates regarding status of trademarks or designs.
- Liaison with agent in Delhi for Consular legalization of documents, especially Power of Attorney which is required for filing applications in overseas countries.
- Sending invoices to client for the aforesaid activities.
- Providing trademark status updates to clients via customized reporting and/or client meet to update status of their portfolio.
- Informing clients about Office Action/Objections/Opposition raised by the Examiner of Trademarks or Designs with respect to similarity of the mark, non-registrability of mark, disclaimer conditions, etc.

*Name of the Company*

*Designation*  
*Duration*

*Vision Care Hospital (Formerly AMRI  
Women and Children Hospital)*  
*Sr. Executive.*  
*From Jun'2011 – Apr'2012*

## **ROLES & RESPONSIBILITIES**

- Supervision of the admission and discharge process.
- Co-ordination with the Floor Managers with regard to the planned discharges.
- Co-ordinating with TPA's with regard to cashless claims.
- Management of ambulance service and vendor negotiation.

*Name of the Company*  
*Designation*  
*Duration*

*Apollo Gleneagles Hospital*  
*Jr. Executive – Operations*  
*From May'2004 – Jun'2011*

**ROLES & RESPONSIBILITIES**

- Responsible for overall supervision of billing in the HIS System at Apollo Gleneagles Medical Centre, interacting with corporate clients regarding billing enquiries.
- Heading the credit cell. Responsibilities include setting targets for the credit collection staffs in conjunction with Manager Operations. Weekly review of accounts receivable. Reporting to Chief Financial Officer and DGM-Credit Cell on a monthly basis with regard to accounts receivable.
- Screening and forwarding the initial stages of interview for aspirants. Co-coordinating with departmental heads for manpower requirement and utilizations, MIS preparations regarding leave status, payroll processing.
- Additional responsibilities include assisting Manager Operations in administrative areas viz, preparation of revenue and expense budget, devising business plans for rapid expansion of the centre, IT support and accounting activities (in the absence of respective personnel), liaison with TPA's with regard to pre-authorization for cashless treatment.
- Co-coordinating with vendors for procurement of office stationery, stock keeping of stationery and replenishment of stock.

*Name of the Company*  
*Designation*  
*Duration*

*Tata Infotech- Midnapore Unit*  
*HR Executive*  
*From 2002 - 2004*

**ROLES & RESPONSIBILITIES**

- Taking initial interview of candidates and providing support for admin section.
- Project handling of esteemed clients like United Bank, Indian Air Force.
- Co-ordinating with vendors for procurement of office stationery.

*Name of the Company*  
*Designation*  
*Duration*

*National Arts Studio*  
*Accounts / Administrative Assistant.*  
*From 1997 - 2000*

**ROLES & RESPONSIBILITIES**

Responsible for daily maintenance of cash book, negotiation with vendors and weekly reporting to the Director regarding accounts receivable.

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**PROFESSIONAL TRAININGS**

- Fire Your Motivation conducted by Apollo Gleneagles Hospitals HR Department.
- Time Management conducted by Apollo Gleneagles Hospitals HR Department.
- Business Communication conducted by Apollo Gleneagles Hospitals HR Department.
- 5 Sigma conducted by Apollo Hospitals Enterprise Limited, Chennai

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**PROFESSIONAL QUALIFICATION**

2008            Completed Masters in Business Administration Specialization in HR & Marketing from Sikkim Manipal University.  
1999            Completed Advance Diploma in Computer Application from The British Institute.

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### **SCHOLASTICS**

1995 Bachelor of Commerce from The Bhawanipur Education Society College under Calcutta University.  
1993 All India Senior School Certificate Examination from Kendriya Vidyalaya, Fort William.  
1991 All India Secondary Examination from Kendriya Vidyalaya, Ballygunge.

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### **TECHNICAL SKILL**

➤ Operating System : Windows  
➤ Softwares : Microsoft Office

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### **STRENGTHS**

- ✓ Good Communication Skill.
  - ✓ Smart, Dynamic & Challenging individual who plays a positive role in a challenging environment.
  - ✓ Sincere & Hardworking.
  - ✓ Comprehensive problem-solving abilities.
  - ✓ Good Leadership Skills.
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### **HOBBIES**

- Photography
  - Travelling
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### **PERSONAL DOSSIER**

Date of Birth : 29<sup>th</sup> Sept' 1975  
Fathers Name : Late S. K. Banerjee  
Gender : Male  
Marital Status : Married  
Languages Known : English, Hindi, Bengali  
Address : 31A, Ekdalia Place, 3rd Floor; Kolkata – 700 019

**Declaration** - I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Place:

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(Deepanjan Banerjee)