

WHOM TO CONTACT

Approach "Administration" Team for following:					
Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
Work Space Allocation	Sreenivas Renati	Goa	0832-2885469	9158899469	<a href="mailto:Sreenivas.Renati@smartlink.co.in">Sreenivas.Renati@smartlink.co.in</a>
Sim Card, Data Card, IP Phone (Desk Phone)	Rajesh Prabhu	Goa	0832-2885405	9823481818	<a href="mailto:Rajesh.Prabhu@smartlink.co.in">Rajesh.Prabhu@smartlink.co.in</a>
Food Coupon, Ticket booking (Domestic Only)	Saroj Kshatri	Goa	0832-2885400/01	9158899413	<a href="mailto:Saroj.Kshatri@smartlink.co.in">Saroj.Kshatri@smartlink.co.in</a>
Visiting Card, ID Card, Stationary (Only print stationary), Local Conveyance Claims, Travel Conveyance Claims (Out station)	Sreenivas Renati	Goa	0832-2885469	9158899469	<a href="mailto:Sreenivas.Renati@smartlink.co.in">Sreenivas.Renati@smartlink.co.in</a>

Approach "Information Technology" Team for following:					
Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
Email ID / Desktop / Laptop, For IT assistance, Network drive account activation, Role specific software request	Santosh Balakrishnan	Goa	0832-2885593	9158899593	<a href="mailto:Santosh.Balakrishnan@smartlink.co.in">Santosh.Balakrishnan@smartlink.co.in</a>
Parivartan System – Account Creation Requests, Username/Password Reset Requests or any other queries	Gajanan Fagare	Goa	0832-2885475	9158899475	<a href="mailto:Gajanan.Fagare@smartlink.co.in">Gajanan.Fagare@smartlink.co.in</a>

Approach "Finance & Accounts" Team for following:					
Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
Medical Bill submission and Claim Process, Income Tax Declaration and submission of proofs, F&F Payments, Salary Slip log in ID & Password	Vikesh Prabhu	Goa	00832-2885564	7507771057	<a href="mailto:vikesh.prabhu@Smartlink.co.in">vikesh.prabhu@Smartlink.co.in</a>
Vendor Payments & Expense Claim Payments	Ranjana Naik	Goa	0832-2885423	7507771056	<a href="mailto:Ranjana.Naik@smartlink.co.in">Ranjana.Naik@smartlink.co.in</a>

Approach "Human Resources" Team for following:					
Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
PF, Gratuity for all employees, Attendance, Joining & Separation, Salary Advance, Statutory Compliance for Goa employees	Dattaprasad Prabhudessai (a.k.a Amir Prabhu)	Goa	00832-2885406	9158899406	<a href="mailto:hr.goa@Smartlink.co.in">hr.goa@Smartlink.co.in</a>
ICICI mediclaim insurance for all employees, Training & Development, Performance Management, Welfare Management for Goa employees	Salil Kamat	Goa	00832-2885413	9158899424	<a href="mailto:Salil.kamat@Smartlink.co.in">Salil.kamat@Smartlink.co.in</a>
All HR Related functions for Corporate employees	Kiranjot S Rekhi	Corporate	022-30616763	9987063202	<a href="mailto:kiranjot.rekhi@Smartlink.co.in">kiranjot.rekhi@Smartlink.co.in</a>