



PAMELA NATH

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Linkedin ID : <https://www.linkedin.com/in/pamela-nath-dutta-53429544>:

**Executive Assistant, Operations Management, Sales Co-ordination,
HR, General Administration and PR.**

Enthusiastic to make contribution towards the development of an organization.

SKILL SET

**Executive Assistant
Operations Management, General
Administration Team
Management
Innovative Ideas Business
Cross Functional activity PR
& Co-ordination**

ACADEMIC DETAILS

- **MBA in Marketing & Finance** from Sikkim Manipal University (PM), Kolkata.
- **Bachelors Of Commerce** from Calcutta University, Kolkata, India.

IT Skills

- Zoho (Books, CRM, People, Payroll)
- AI Tools(ChatGPT, Microsoft Co-pilot etc)
- Photoshop 7 & Illustrator
- Operating System: Window 8/7, Vista, XP & 2000
- MS Office (Outlook, Teams, Word, Powerpoint, Excel, One Drive)

PROFESSIONAL COURSES

- Business Communication Skills from British Council, India
- Advance Diploma in Multimedia (ADIM) from Arena Multimedia, Kolkata
- Office Package Course from Jogamaya Devi College, Kolkata
- News Reading & Anchoring from NITS Film & Fashion School, Kolkata

PERSONAL DETAILS

Currently

Residing: Dubai Investment Park, Dubai, UAE.

Residence: Tollygunge, Kolkata, India.

Languages Known: English, Hindi & Bengali.

PROFILE SUMMARY

Strategic operations specialist with 23 years of cross-cultural experience.

ORGANIZATIONAL EXPERIENCE

Since (Aug 2025 – Present) @

Arona Trading LLC, Dubai as Executive Asstt. cum Purchase Officer

Reporting to MD and Purchase Manager:

KRA in brief:

Responsible for end-to-end procurement and trading of advertising- related items, accessories and spares.

- Manage supplier relationships across China and Germany, ensuring quality compliance, cost efficiency, and timely delivery.
- Oversee business operations and client requirements in the Saudi Arabian market.
- Negotiate with international vendors to secure competitive pricing, favorable terms, and long-term partnerships.
- Maintain accurate records of orders, invoices, shipments, and inventory for smooth reporting and operational efficiency.
- Collaborate with internal teams to optimize workflow, inventory management, and cross-functional coordination.
- **All Secretarial responsibility of MD as per previous organization KRAs in Supertron Electronics Pvt. Ltd./Kolkata**

Since Nov' 2024 -Aug' 2025 @

Emirates Neon Group (ENG), Sharjah, UAE as Executive Asstt. cum Sales Coordinator at GCEO OFFICE

Reporting to GCEO :

- KRA in brief: ☒ Provided direct executive support to the Group CEO by managing his end-to-end office operations, business priorities, and confidential leadership tasks.
- ☒ Acted as the primary liaison between the GCEO and all internal departments—Sales, Production, Finance, HR, Legal, and Project Operations.
- ☒ Managed the GCEO's entire calendar, including strategy reviews, project updates, client meetings, board-level discussions, site visits, and external engagements.
- ☒ Prepared business reports, decks, financial briefs, project summaries, and analytical presentations for the CEO's.
- ☒ Conducted pre-meeting research, provided briefing notes, ensured the CEO was fully prepared for the meetings.
- ☒ Took full ownership of executive-level communication, drafting emails, internal memos, confidential correspondence and stakeholder updates on behalf of the **GCEO.**

Extracurricular Activities

Was Secretary (Year -2022-2023) of Rotary International for the Rotary Club of Calcutta Majestic.

Bharatnatyam Dance Course from Kalamandalam under Mrs. Thankumani Kutty
Successfully passed the 2nd year of Oddissi and 4th year of Rabindrik Dance from Kalakhetram under Mr. Subhashis Bhattacharya & Mrs. Sushmita Bhattacharya

Teaching and performing various shows under the banner of Bhavna Aaj –O Kal owned by the famous Indian Actress Mrs. Rituparna Sengupta.
Performing as a FreeLance Dancer in Pan India.
Participated in a Malaysian documentary film in Ooty & performed various dance styles for Doordarshan

Performed Bollywood Dance at NCPA, Mumbai

Member of “Wings of Passion” a dance troupe was created by Kajari Bhanja and annually we perform in various concerns in different Cultural Programs.

- Oversaw contract management, maintaining agreements, renewals, NDAs, legal documents, and business approvals.
- Prepared BOQs, quotations, commercial proposals, and managed sales documentation.
- Worked closely with project managers and department heads to ensure project timelines, deliverables, risks, and client commitments were updated to the GCEO in real time.
- Organized high-level meetings, board reviews, customer presentations; draft MOMs and shared weekly action trackers
- Travel planning for the Group CEO including visas, itineraries, accommodation, meeting schedules, and event coordination.
- Managed VIP visitors, group leadership delegations, and international client visits, ensuring professional hospitality and seamless arrangements.
- Supported HR and leadership in confidential matters, performance, reviews, employee concerns.
- Implemented AI tools (ChatGPT, Copilot) to enhance reporting, MIS generation, scheduling efficiency, and internal communication workflows.

From Oct’2023 onwards to Oct 2024.

Supertron Infotech trading LLC, Dubai, UAE

(A division of Supertron Electronics Pvt. Ltd., India)

CO-ORDINATION (ZOHO/ALIBABA/DROPBOX, Other It products & Managed Service), Exe Assistant & Secretarial

KRA :

- Served as **Executive Assistant to the Managing Director**, providing end-to-end executive and operational support in a fast-paced corporate environment.
- Managed the MD’s entire schedule, calendars, internal reviews, client meetings, and business commitments.
- Acted as the MD’s **Executive Key Assistant (EKA)** — coordinating between departments, resolving bottlenecks, and ensuring timely completion of all directives.
- Prepared **business reports, sales trackers, dashboards, and presentations** for leadership review.
- Handled highly confidential correspondence, approvals, company-level documents, and operational communications.
- Organized internal and external meetings, drafted **Minutes of Meeting**, and ensured follow-up and timely closure of action points.
- Managed corporate communication on behalf of the MD with partners, clients, vendors, and internal teams.
- Coordinated travel arrangements, visas, logistics, and event schedules for senior leadership.
- Supported HR functions employee coordination, and routine administrative tasks.
- Handled ZOHO (CRM/Books/People), Alibaba, Dropbox, and other key business tools for daily operations.
- Co-coordinating with HO/Kolkata - Accounts & HRD. Conduct research and help implement HR policies. Controlling Team Attendance. Preparing Salary sheet. Assist with onboarding and off boarding of new team members.

Travel arrangement and transportation. Manage travel expenses and ensure compliance with company policies. Provide assistance with Visa Application and other travel documentation, Meeting Govt. Officials for Certification/Permits/ Visa, etc.
- Manage office supplies and equipment inventory.
- Manage Social Media scheduling and content creation.

- From May 2014 to Dec 2023

Supertron Electronics Pvt. Ltd., Kolkata as Executive Asstt. To CMD along with Office Operations Executive & General Administrator with Admin & HR.

KRA:

- Maintaining the MOM on behalf of Management.
- Adminstrating various activities day-to-day basis.
- Contact between the Executives, internal / external parties
- Scheduling & conducting internal review meetings
- Creating presentations and handling documentation.
- Liaising for various operations related to sales, marketing, Supply chain, and collections.
- Collaborating with the B2B service providing companies.
- Supervising activities related to website designing.
- Generating goal sheets and floating it to the respective departments
- Managing Emails and calls on behalf of the Management.
- Making travel arrangements and detailed travel itineraries – Air/Train/Hotel/Visa – all domestic and International.
- Monitoring the usage & availability of office stationary & electronics gadget (fixed assets)
- Ensuring adherence to the safety norms as per the organization
- Supervising operations related to hospitality & housekeeping
- Organizing & arranging seminars, events & meets
- Coordinating designing/ printing of catalogues and gifts.
- Working on HR assignments like recruitment and developing offer letters.
- Preparing correspondence & documents.
- Collaborating & promoting HR activities.
- Adminstrating various activities on the behalf of CMD like appointments & schedules.
- Developing the MOMs for the internal meeting & monitoring the implementation as per targeted deadlines.
- Delivering presentations in different forums.

Highlights:

Received recognition/appreciation from the management body for involving the company to participate and eventually bagged the ETBengal award in 2017 for the same. Social responsibility -Involved in Art of Living Various Programs, arranged various Happiness training programs and helped various office members and others to develop a unique and profound breathing technique. Myself also completed Happiness Program.

Heartbeatz Communications as Partner (May'12 to Apr'14)

KRA:

- Responsible to managing PR for the company; handled multiple events as PR Head.
- Served as the HOD - Client Servicing – managed the responsibilities related to back-end client support.
- Worked on HR assignments like recruitment, general administration including internal control & compliance.
- Conducted trainings for the team members.
- Creation and display of Billboard / Hoarding / Banners for Clients.
- Managed operations leading to continues growth of business ensuring steady growth of PAT cost optimization.

Am buja Realty (Raichak on Ganges), worked as an EA to Group Head- Ganga Kutir From Oct 2010- April 2012

KRA :

- Served as **Executive Assistant to the Group Head – Ganga Kutir**, providing comprehensive administrative, strategic, and operational support.
- Managed the Group Head's **complete calendar**, prioritizing critical meetings, site visits, client discussions, and board-level engagements.
- Acted as an **Executive Key Assistant (EKA)** ensuring smooth communication between the Group Head and all internal teams—sales, operations, hospitality, marketing, and project management.
- Handled **confidential documents, approvals, strategic decisions**, and ensured alignment of tasks with organizational goals.

- Coordinated **end-to-end executive communication**, preparing briefings, client notes, internal messages, and executive presentations.
- Created and monitored **MIS reports**, performance dashboards, and MICE business updates for management review.
- Supervised banquet sales functions, managed corporate clients, prepared customized client budgets, and ensured revenue targets were met.
- Organized all **travel arrangements**, event schedules, review meetings, and follow-up actions.
- Drafted detailed **Minutes of Meeting**, circulated them to relevant teams, and ensured timely execution of key action items.
- Maintained close coordination with hospitality units and the Ganga Kutir team to ensure seamless guest relations and project delivery.

N.K.Realtors as an EA to Chief General Manager from May 2009 to Sep 2010

KRA:

- ☐ Functioned as the **Executive Assistant to the CGM**, managing operations, communication, scheduling, and strategic coordination.
- ☐ Performed **Executive Key Assistant (EKA) duties**, acting as the bridge between senior leadership and department heads for faster decision-making.
- ☐ Managed the CGM's **daily agenda**, ensured timely execution of commitments, arranged review meetings, and handled confidential documents.
- ☐ Prepared and analyzed **MIS reports**, sales data, business forecasts, and executive summaries for top management.
- ☐ Coordinated with corporate clients, site managers, marketing teams, and channel partners to support real estate project execution.
- ☐ Organized **high-level meetings**, drafted MOMs, prepared follow-ups, and monitored deadlines for project-level actions.
- ☐ Assisted in business development activities by generating leads, maintaining client pipelines, and supporting marketing initiatives.
- ☐ Oversaw the preparation of presentations, proposals, budgets, and internal communication dashboards.
- ☐ Ensured smooth communication and alignment across retail sales teams, corporate teams, and project departments.

ING Vysya Bank Ltd., Kolkata (Mar'2007 to Apr'2009)

- Mar'07 to Apr'08 Area Sales Manager
- May'08 to Sep'09 Assistant Manager – Operations

KRA:

- Managed operations related to the opening of current & savings accounts
- Led a Marketing Team of 12 members
- Supervised retailing operations for Insurance Product
- Generated & maintained the MIS reports and conducted analysis for tracking the market / competitor trends

Pailan Group, Kolkata (School had affiliation of GEMS, DUBAI) - Dec'04to Apr'07

Feb 2004 to Mar 2006 - Course Coordinator / Marketing Supervisor

KRA

- Managed the liaison activities for the university & campus
- Supervised the entire marketing functions across India and led a team of 6 field staff
- Prepared & maintained the budget of accounts for the sector
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Arena Multimedia, Kolkata as Counselor Course Co-ordinator – Jan 2001 to Dec 2004

KRA: Counseled students and explained different multimedia course. Handled targets for student admission.