

PUJA DUTTA

Hooghly, West Bengal

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PROFESSIONAL SUMMARY

Results-driven Executive Assistant and Administrative Professional with over 8 years of experience in executive support, administration, and HR management. Adept at handling high-level correspondence, scheduling, team coordination, and ensuring seamless business operations. Strong expertise in office management, payroll processing, and stakeholder communication. Seeking a challenging role to leverage my skills and contribute to organizational success.

PROFESSIONAL EXPERIENCE**SubhShanti Wealth Pvt. Ltd.****Executive Assistant to MD & Head of Admin, Accounts & HR**

October 2019 – Present

- Provide comprehensive executive support to the MD, ensuring seamless daily operations and workflow optimization.
- Manage executive schedules, appointments, and all communication, including confidential and high-priority correspondence.
- Draft letters, reports, and financial records, including sales transactions, client fund management, and MIS reporting.
- Coordinate and oversee internal and external meetings, prepare minutes, and ensure actionable follow-ups.
- Organize and supervise corporate events, board meetings, and conferences, ensuring smooth execution.
- Act as a strategic liaison between the MD, internal departments, and external stakeholders to facilitate communication and decision-making.
- Handle HR operations, including payroll inputs, employee onboarding, performance tracking, and exit formalities.
- Oversee office resource management, asset utilization, attendance tracking, and salary sheet preparation.
- Manage company accounts and payments, ensuring timely transactions and financial accuracy.
- Make all payments on behalf of the company and MD, ensuring proper documentation and compliance.
- Coordinate with the company's Chartered Accountant (CA) for audits, tax filings, and compliance matters.
- Conduct research, provide analytical insights, and support the MD in strategic decision-making.
- Ensure high levels of confidentiality and professionalism in all aspects of executive support.

Bose Institute**Executive Assistant to Deputy Registrar**

April 2019 – October 2019

- Drafted official correspondence, circulars, and notices.
- Managed appointments, arranged meetings, and recorded minutes.
- Organized and maintained official documents and records.
- Coordinated official tours and processed financial reimbursements.

RIG Consultants Pvt. Ltd.

Executive Assistant to MD

October 2018 – April 2019

- Provided executive-level secretarial and administrative support.
- Organized meetings, conferences, and international travel logistics.
- Managed correspondence, presentations, and detailed reports.

ICA Edu Skills Pvt. Ltd.

Executive Assistant to Vice Chairman

December 2016 – September 2018

- Assisted top-level executives with administrative and operational tasks.
- Scheduled and coordinated meetings, travel, and corporate communication.
- Maintained discretion and handled confidential business matters.

Bindu Media

Executive Assistant to MD

December 2015 – December 2016

- Assisted with media coordination, front office operations, and client relations.
- Managed executive schedules, drafted official documents, and arranged travel plans.

Radcliffe School

Assistant Teacher

December 2014 – December 2015

- Served as an English and Bengali subject teacher.
- Organized extracurricular activities and managed examination processes.

EDUCATION

Bachelor of Business Administration (BBA)

Sikkim Manipal Institute of Technology | 2014

- Specialization: Human Resources & Marketing
- Final GPA: 7.2/10

Higher Secondary Education

West Bengal Council of Higher Secondary Education | 2011

CORE SKILLS & COMPETENCIES

- Executive & Administrative Support
 - Office Management & Coordination
 - HR Operations & Payroll Processing
 - Calendar & Travel Management
 - Stakeholder & Client Communication
 - Event Planning & Team Collaboration
 - Company Accounts & Payment Management
 - Coordination with CA & Compliance Handling
 - Financial Transaction Management
 - Proficiency in MS Office (Word, Excel, PowerPoint)
 - Strong Organizational & Multitasking Abilities
 - High-Level Confidentiality & Discretion
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PERSONAL INFORMATION

- **Date of Birth:** November 24, 1992
 - **Languages:** English, Bengali, Hindi
 - **Marital Status:** Single
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