



## Contact

### DOB

08.07.1986

### Phone

8585004546

### Email

bdiotima2@gmail.com

### Address

AE-258, Sector-I, Salt Lake,  
City, Kolkata-700064.

## Education

2005 - 2008

**Bachelor of Business Administration  
from Techno India under WBUT**

2003 - 2005

Higher Secondary BOE- St. John's  
Diocesan Girls' Higher Secondary

1996-2003

Secondary BOE- St. John's Diocesan Girls'  
Higher Secondary

## Expertise

- Effective Communication
- Public Relations
- Teamwork
- Time Management
- Leadership
- MIS Google sheet
- Tally Software

## Language

English

Hindi

Bengali

# DIOTIMA BASU

## EXECUTIVE ASSISTANT

A dynamic professional with around 14 years of experience in Administration with 4 yrs in Executive Assistant. Provide comprehensive administrative support to the Top Management, including managing calendars, scheduling meetings, and coordinating travel arrangements. Serve as a liaison between the MD and internal/external stakeholders, fostering strong professional relationships.

## Experience

### Sep'2025-till now

#### Kotia Transformers Pvt Ltd

##### Admin & Operations

Banking, Finance, MIS / Bank Reconciliation Reports, Managing Director's EA works and activities, GST, E Invoicing & Eway Bill Creation, Accounting, HR Operations & Payroll management, vendor development, Coordinate in license works with the Agent, Forex exchange arrangements through Agent for the Directors, Travel Arrangements through Agent for the Directors others, Tendering.

### Feb'2024-April'2025

#### Abhishek Shankar Agarwal & Associates Executive Assistant

Director's all correspondences, Travel management of MD & entire office, Calendar Management- Managing schedules, HR Role & Team management, Client Coordination, Payments & TDS payments, FMS & Delegation (conduct EM, Bank Works, Prepare various, Agreements, Vendor development, Operations Head, Online purchases

### Feb'2021- July'2023

#### Shreesatya Group Pvt. Ltd Executive Assistant

Banking, Finance, channel finance, MIS / Bank Reconciliation Reports, Managing Director's EA++ works and activities, Process control works, create SOP, Accounting, payment process, purchase, vendor development, Coordinate in license works with the Agent, Forex exchange arrangements through Agent for the Directors, Travel Arrangements through Agent for the Directors.

### Mar'2015- Jan'2020

#### MJ Retails Pvt. Ltd Administration

Managing office administration, Assisted in managing the Company's PR relations, Preparing Invoice, accounting, Maintained Banking operations, Assisting MD in day to day work, fixing up of appointment, updating the files, daily MIS ensure timely follow-ups with different departments to ensure timely submission of all the reports, Has Exposure of company site design and development on the process.

### April'2009-Dec'2010

#### Shyam Steel Industries Limited Administration

Managing general administrative activities, Assisted HR in recruitment process., Assisting MD in day to day work, fixing up of appointments, executing travel plans, updating the files, daily, MIS ensure timely follow-ups with different departments to ensure timely submission of all the reports

## Reference

### Damini Roychowdhury

Shreesatya Group / AVP

Phone: 9874583020

Email: damini.roy@ssg.com

### Madhurima Deb

Shreesatya Group / HR

Phone: 9830018548

Email: madhurima.hr@ssg.com