Anita Sengupta                                

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**CAREER OBJECTIVE**

To be an astute learner and performer at the high-level management. I can build an innovative and rewarding career in the esteemed organization by using my experience, skills and other significant talents like adapting to fit as per needs of business, process improvement, multitask, development and mentoring personnel, optimization by being a good team player, and contribute to the organizational growth enthusiastically with hard & smart work.

**PROFESSIONAL EXPERIENCE**

**Beckman Coulter India Pvt Ltd** (February 2016  to March 2020)

**Administrative Assistant/ Executive Assistant**

**Business and Administrative Support**

* Responsible for Vice Presidents entire office management
* Manage & prioritize schedules to ensure that executive’s time is focused on critical & strategic issues.
* Organizing meetings & logistics. Taking minutes, writing them up subsequently. Following up on the assigned task & provide updates.
* Handling communications of Vice Presidents office internally & external- Coordinate communications & ensure to maintain confidentiality of all communications & documentation.
* Working with leadership team from other business support.
* Maintaining customer relationship & new opportunities.
* Preparing presentation & Reports.
* Cost Mapping of expense claim as per department.
* Managing expense claim- Reviewing claims & assist if any queries as per claim policy.
* Created guidelines & process for admin & travel management team.
* Creating, maintaining & ensuring adherence to guidelines & best practices.
* Invoice Management- Review invoices, taking necessary approval & process it for payments.

**HR Operations**

* Taking Orientation for New Joiners on Admin & facility operation
* Preparing & maintaining headcount report & maintain leaves
* Maintaining contract staffs & their payroll coordination with finance team
* Organized events & offsite for 1800+ people
* Employee engagement activities
* Assisting Onboarding & Exit formalities
* Arranging all hands meet & award ceremonies
* Issuing letters & arranging recruitment drives
* Responsible for adherence to policies
* Helping & training the team on problem solving, time management & prioritizing work to effectively multitask
* Conducted & shadowed certified trainers Kaizens & PSP for admin & facility team
* Petty Cash Handling

**Project Management**

* Project task list, timetable and timeframe is compiled
* Undertake and assist in the completion
* Project supervision
* Report to the President on all aspects of the business
* Budgeting & expense allocation with Finance team as per the project
* Preparing MIS reports
* Conducting Meetings with all department heads for project status & budgets

**Travel Management (700+ employees)**

* Responsible for end to end International & domestic travels of 6 operating companies  
  - Ticketing, Visa, Invite & Covering Letters, hotel bookings (domestic & international), Forex
* Cost allocation for travels & other admin expenses as per department cost center.
* Design and implement travel training for travelers, new joiners and travel arrangers from other cross OpCos
* Analysis and development of technology and systems in area of travel expense & reimbursement (Oracle tool)

**Danaher India Hotel Request for Proposal**

* RFP bidding, negotiation, selection & finalization process with HRS & Hotel contacts
* Maintaining Relationship with Hotels & local contract negotiation for all India for RFP rejected hotels
* Ensuring all cross Opco admin’s are adhering to preferred suppliers

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| **KEY SKILLS** |

Multitasking Resourcefulness Adept to technology Time Management Negotiation Strategic Planning Detail Oriented Microsoft Office Organizational Skill Tactful Problem Solving Creative Thinking Vendor Management Daily Management Effective Gatekeeper G- Suite

**Previous Work Experience**

**Aloft Bengaluru Cessna Business Park, Bangalore** - **Sales manager**

(May 2015- Feb 2016)

**Park Plaza, Bangalore - (**Assistant Manager Sales –  August 2013 till 20th May 2015)

**The Park, Bangalore**

* Pormoted as Sales Executive-Conferences & Events –  August 2012 till July 2013
* Banquet Sales co-ordinator -  July 2010 till July 2012

**ISTA, Bangalore- Front Office Assitant**  (July 2008 to October 2009)

**EDUCATIONAL PROFILE**

* Bachelor in Hotel Management [BHM] from **NIPS School  of Hotel Management**, **West Bengal University** **of Technology** with Distinction, 2008, Kolkata.
* Higher Secondary Examinationfrom **Saraswati Vidya Mandir,** Under **C.B.S.E**, 2005, Dhanbad
* Secondary Examination from **Model English High School**,Under **C.B.S.E**, 2003,
* Dhanbad

**TRAININGS & EVENTS**

* Trained in Daily Management, PSP, Crucial Conversation & Value Stream Mapping
* Conducted Various Kaizen for process improvement/Policy
* Organised Team Outing for cross opcos
* Organised events for 3000+ people

**LANGUAGES KNOWN**

* English, Hindi & Bengali

**DECLARATION**

I hereby declare that all the above details are true, complete to the best of my knowledge and belief.

 Yours faithfully,

**(Anita Sengupta)**