



## **JOYEETA DUTTA**

Sonarpur, South 24 (PGS), Kolkata – 700150, INDIA

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### **PERSONAL PROFILE**

Accomplished Programme and Finance Executive with international experience specializing in project management, financial oversight and strategic planning. Offering an array of skills in vendor contracts, work product delivery, interpersonal skills, developing planning and tracking systems, accurate reporting and projections, project start-up/close-out, technical writing, stakeholder engagement and team management. Proven ability to meet contractual obligations while balancing logistical and operational demands. Track record of success managing competing priorities and deadlines in high-pressure environments.

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### **KEY SKILLS & COMPETENCIES**

- Project Management.
  - Budgeting and Financial Reporting
  - Developing and implementing work plans.
  - Excellent interpersonal, communication and organisational skills.
  - Ability to control multiple project activities simultaneously.
  - Creative High-Impact Solutions.
  - Driving consensus and consultant management.
  - Computing. Qualifications in Oracle, Tally Prime, MS Word, Outlook, Power point and Excel.
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### **WORK EXPERIENCE**

**Programme Executive (Executive Education)**, October 2019 – Present **Indian Institute of Management, Calcutta**

- planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
- defining the programme's governance arrangements
- ensuring effective quality assurance and the overall integrity of the programme - focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
- managing the programme's budget on behalf of the SM, monitoring expenditure and costs against delivered and realised benefits as the programme progresses
- facilitating the appointment of individuals to project teams
- ensuring the delivery of new products or services from projects is to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements
- ensuring there is allocation of common resources and skills within the programme's individual projects
- managing third party contributions to the programme
- managing communications with all stakeholders
- managing both the dependencies and the interfaces between projects
- managing risks to the programme's successful outcome
- working with the business change manager or equivalent on the transition to the new business as usual position
- initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise
- reporting the progress of the programme at regular intervals to the SM or programme director (Professors) if this role is also defined

**Executive Administrative Assistant, May 2017 – June 2018 JS Manpower (I) Pvt. Ltd, INDIA**

- Negotiated contracts with vendors and slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.
- Primary point of contact between the executives and internal/external clients.
- Perpetuated daily electronic journal, arrange meetings and appointments and provide reminders as needed.
- Receive incoming calls and emails; take messages, respond appropriately and route correspondence to the appropriate executive or staff member.
- Produce professional quality reports, presentations and briefs.
- Develop and carry out an efficient documentation and filing system for both paper and electronic records.
- Arrange corporate events to take place outside of the work place, such as golf tournaments, fund-raising events and staff appreciation events.
- Uphold master corporate calendar of all all-hands events, conferences, holidays and vacations.
- Take dictation and meeting minutes, accurately enter notes and distribute.
- Delegate tasks as appropriate to other members of the team and conserved a strict level of confidentiality.

**HR Administrative Assistant,**    Feb 2015 – April 2017    **Sutton & Sons (I) Pvt. Ltd**  
**, INDIA**

- Successfully achieved increasing employee retention by creating a positive work environment.
- Administered daily operations to ensure policies were adhered to & understood by others.
- Cultivated strong business relationships with customers to drive business development.
- Conducting orientation by leading a team of HR trainees.
- Attending meetings and giving presentations to senior managers and clients.
- Keeping senior management informed of all changes in my areas of responsibilities.
- Work scheduling that improves employees' performance and reduces absenteeism.

**High School Tutor (Private),**    August 2013 – January 2015    **Kolkata ,**  
**INDIA**

- A – Levels ( advanced Mathematics, Science and English Grammar )

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## EDUCATION

## **B.A Communicative English & Business Management (Honors)**

### Modules

- Business Communications & Human Resources Management.
- Strategic Management & Cross Culture Management.
- Marketing & Organisational Communications.
- Public Relations & Entrepreneurship.
- Mass Communications' & Leadership.
- Linguistics & Conflict & Negotiation.

**University of Calcutta (INDIA)**  
**76%**

**2014 - 2017**

**1<sup>st</sup> Class First**

**Completed two dissertations in final year:** Developed a Socio economic research & presentation on the leading gastronomical hubs in Kolkata (INDIA) along with on the job internship in HR department of a corporate sector.

**CBSE 12<sup>th</sup> Level (Business Commerce/Accounting) B.D.M.International,**  
**GED: 7.6**

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### **INTERESTS**

- Sport. I believe a healthy body is the key to a focused mind in today's hectic society. Enjoy playing basketball which requires a high level of dedication and where I have to always be fast.
  - Living life. We only get one shot at this life so I aim to get the most out of it. I love the thrills of trekking, skiing and travelling to different places. Trekked across a part of the Himalayas in 2012.
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