



# BAIJANTI BANERJEE

## ADMIN PROFESSIONAL

### CONTACT

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Kolkata, West Bengal

### EDUCATION

2014-2017

SIVANATH SASTRI COLLEGE  
(UNIVERSITY OF CALCUTTA)

- B.Com

2012-2014

CARMEL HIGH SCHOOL

- WBCHSE (Commerce)

2011-2012

CARMEL HIGH SCHOOL

- WBBSE

### SKILLS

- Task Delegation
- Vendor Management
- Executive Support
- Office Administration
- Documentation
- Verbal & Written Communication
- MS- Word, PPT, Excel
- Google- Docs, Form, Sheet

### LANGUAGES

- English
- Bengali
- Hindi

### PROFILE

Accomplished administration professional with a proven expertise in office administration and management, demonstrates exceptional verbal and written communication skills significantly enhancing executive productivity and inter-departmental co-ordination. Dreams to meet both professional and personal goals along with organizational growth.

### WORK EXPERIENCE

- Evelyn Merchants Pvt Ltd. MAY 2024 - PRESENT

#### Executive Assistant to the Managing Director

- Screening calls and emails and initiate actions to respond accordingly.
- Follow-up with vendors for payments.
- Follow-up with AMC partners for seamless day to day office work.
- Process travel expenses and reimbursements for executive team.
- Organize and coordinate conferences and monthly review meetings.
- Support business and hospitality needs of corporate partners and staffs during company events.
- Office inventory management.
- Bridging the gap between MD and office employees.
- Delegate tasks to employees and supervision post delegation.

- Millennium Mams'

AUG 2018 - APRIL 2024

#### Admin Coordinator

- Scheduled meetings and appointments.
- Maintained healthy relationship with members, maintaining membership database, arranging for admission interviews.
- Coordinating with various departments of the organization.
- Day to Day office management
- Assisted the founder director of the company in his day to day work.
- Vendor Management
- In-house event management.

### PROJECT

#### Start-Up (2022- Present)

Owner of a T-shirt brand named 'The Tee Co. The brand specializes in custom made t-shirts. The Tee Co. is slowly reaching its target audience and it will gradually make an impact in the market for it's quick solution to any kind of prints on cotton t-shirts.

The Tee Co. has its presence over Facebook and Instagram. For a face to face customer interaction the brand participates in various lifestyle exhibitions across Kolkata.