



CONTACT

- 📞 +91 8697803099
- ✉️ baijanti95@gmail.com
- 📍 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

BAIJANTI BANERJEE

ADMIN PROFESSIONAL

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 its 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.