

SHRIJA BHADRA

EXECUTIVE ASSISTANT / ADMINISTRATIVE SPECIALIST / PROJECT MANAGEMENT

Administrative professional with 10+ years of experience in Executive Level support; expertise in assisting Delegates including Executive Directors, SVP, Reg. President and Global Heads; leveraged capabilities in budget, financial reporting, head count management; specialist in event management including offsites, team outbounds and Townhalls; exemplary skills in travel and logistics management.

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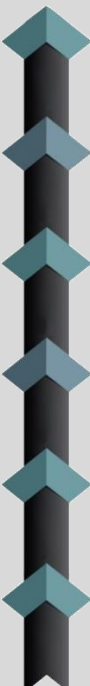
CORE COMPETENCIES



- Calendar Management
- Travel & Expense Management
- Revenue Forecasting
- Financial reporting
- Event Management
- Corporate communication
- Presentation skills
- Team Support
- Project Management



CAREER TIMELINE



Since Jan. 2023: Novozymes SA Pvt Ltd.
EA & Strategic Projects to
Regional President of MEIA

Aug.2015 – Jan. 2023 : SAP Labs India Pvt. Ltd.
EA & Administrative Specialist to
Global Head and SVP

May 2015 – Aug. 2015: JP Morgan Chase Pvt. Ltd
EA to Executive Director

April 2013 – April 2015: EMC Data Storage (DELL-EMC)
EA to Senior Director

July 2009 – Nov. 2011: Institute of Engineering and Management
Lecturer



PROFILE SUMMARY

- **Executive support** for Site Head/ Regional President/SVP/Global Head
- **Financial reporting** (annual, quarterly, and monthly), preparation and monitoring of monthly forecast/reports
- Preparation and **delivering presentation** in Executive Leadership level
- **Travel and Expense Management** using SAP Concur
- Dominant role in **corporate communication** while establishing connection across multiple levels within organization (newsletters, mailers) including communication with Partners and Vendors
- **Event management** for larger audience (Townhalls, Team Outbounds, Offsites)
- Participation in **Management calls** & meeting minutes and follow up within timeline
- Involvement in **strategic Initiatives/** business programs while collaborating across teams and Senior Leadership Team



EDUCATION

2009

MBA in Human Resources and Marketing from West Bengal University of Technology

2007

Post Graduate Diploma: Sales & Marketing, Bharatiya Vidya Bhavan | 2006 – 2007

2006

Bachelor of Commerce, Calcutta University | 2003 – 2006

WORK EXPERIENCE

Since Jan 2023: Novozymes SA Pvt Ltd., Bengaluru, India as EA and Strategic Projects

Role

- ❖ Executive support for Site Head/ Regional President (calendar management)
- ❖ Key role as a PMO for leading multiple strategic Initiatives/ business programs while working closely with the India Leadership Team.
- ❖ Stakeholder management
- ❖ Pivotal Role in Budget decisioning, Project planning, monitoring the progress.
- ❖ Dominant role in corporate communication while establishing connection across multiple levels within organization.
- ❖ Event management at a broader level
- ❖ Preparation and delivering presentation in Executive Leadership level

Aug 2015 – Jan 2023 : SAP Labs India Pvt. Ltd, Bengaluru, India as EA to Global Head

Role:

- ❖ Calendar management
- ❖ Adherence to KPI metrics.
- ❖ Capacity Utilization management with thrust on headcount management.
- ❖ Exposure and Usage of Project Delivery Tools including Financial Management.
- ❖ Financial reporting (annual, quarterly, and monthly), preparation and monitoring of monthly forecast/reports
- ❖ External stakeholder management including communication with Partners and Vendors.
- ❖ Delivering projects under the Customer Success Board Area (On-Premises and On-Cloud).
- ❖ Experience in working in SAP SuccessFactors; SAP Ariba (procurement)
- ❖ End to end participation in Management calls & ownership in delivering tasks withing timeline (follow-up)
- ❖ Management of internal & external meetings on a regular basis; meeting minutes and follow up
- ❖ Event management for Outbound training, offsites including analysis of quotations, finalizing on venue, logistics, technical set-up and agenda
- ❖ Contract Management of third party resources; creation of Purchase orders; payment release, invoicing and budget
- ❖ Corporate Communication including blogs, newsletter.
- ❖ Preparation for Presentations for the Executive Leaders
- ❖ End to end support in Townhalls for the team
- ❖ Travel and Expense Management (Managing end to end travel in coordination with the Travel Desk for flights, hotel, visa, forex, ground transportation, building access etc. in liaison with the Travel Desk to ensure a best travel experience, using SAP Concur)
- ❖ Collation of data, proofreading and inferring meaningful reports and presentations
- ❖ Key contact for team related queries; mentoring other EAs.

PREVIOUS EXPERIENCE

May 2015 – Aug. 2015: JP Morgan Chase, Bengaluru, India as EA to Executive Director

April 2013 – April 2015 : EMC Corporation, Bengaluru, India as EA to Senior Director

July 2009 – Nov. 2012: Institute of Engineering and Management., Kolkata, India as Lecturer

SOFT SKILLS



IT SKILLS

- ❖ MS Office (Excel, PowerPoint), Adobe Photoshop,

PERSONAL DETAILS

Date of Birth: 14th January 1986

Languages Known: English, Hindi & Bengali

Address: Mahaveer Maple, Varthur Main Road, Kundalahalli, Bangalore Karnataka, 560066.