

DEBOTTAMA CHATTERJEE

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Key Skills: Administration, Executive Assistance,
Business Operations, HR, Coordination

Professional Experience: ~6 Years

Company	BU	Industry	Location	From	To	Designation / Role
Maapai Technologies Ltd.	Development - IT	Service	Bangalore	Mar'24	Present	Executive Admin (Operations)
TeamLease (Client: Syngene)	Pharma	Service	Bangalore	May'23	Feb'24	Administration - TL (Contractual position)
Ipsaa Holdings Pvt. Ltd.	Pre-school & Day Care	Service	Bangalore	May'19	Jun'20	Centre Head- Operations
EuroKids International Ltd.	Pre-school & Day Care	Service	Bangalore	May'16	Mar'17	Coordinator
Comcon Software Solutions	Broadcasting - IT	Product	Delhi	Mar'15	Jan'16	Admin Executive & Executive Assistant
Ultra International Ltd.	Flavour & Fragrance Mfg	Product	Delhi	Dec'13	Oct'14	Office Executive & Executive Assistant
PP Marketing Solutions	Newspaper Agency	Service	Kolkata	July'12	Oct'13	Customer / Sales Executive

Academic Qualifications:

Year	Qualifying Exam	Board / University	Percentage
2010-12	M.Com. (Marketing)	St. Xavier's College (Autonomous) Kolkata	61%
2007-10	B.Com. (Marketing)	South City Day College, University of Calcutta	58%
2007	Class 12	Carmel High School, Kolkata	70%
2005	Class 10	St. John's Diocesan Girls' H.S. School, Kolkata	75%

Short term online courses / Continuous Learnings

Course title	Status	Provider
1. Professional Certification in Business Operations	Completed	Expertrons Technologies (P)Ltd. (Udemy)
2. Quality Management for Business Excellence	Completed	Quality Gurus Inc. (Udemy)
3. Operations Management: Business Processes and Systems	Completed	Rowtons Training (Udemy)
4. Diploma Course in Human Resource Management	On-going	Akaaro Consulting and Training (Udemy)
5. PMP Certification Exam Prep Course	On-going	TIA Education (Udemy)

Roles & Responsibilities:

Maapai Technologies Ltd. [EA – Operations]

- Vendor Management
- Calender Management
- Travel Management
- Attendance Management
- Coordinating with head office and other offices regarding meetings
- Peparing MOM
- Sales coordination on leads
- Other admin jobs
- Employee Engagement

TeamLease – Syngene, Bangalore [Administration]

- Managing Physical access ; tailgate identification; raising physical access for casuals, vendors & visitors

- Walkthrough across business units for oversight of any operational non-compliance
- Calender Management and Travel Management
- Managing transport requests (Late evening & External)
- Managing other admin activities (study documentation note book, lab coats, name stickers, business cards, photography, key request, canteen + meal booking, arranging snacks, vehicle stickers, coffee mug, safety accessories & manpower)
- Checking validity of vehicle documents for issuance of vehicle entry stickers
- Arranging new joiners accommodation (hotel/guest house) & its monthly audit
- Maintain vendor agreement tracker & checking monthly bills
- CFT coordination within purchase / SCM, HR, Front desk, Secretarial, External vendors, Senior Leadership team (SLTs), IT, EAM End users.
- Library management
- Reports preparation (Weekly / Monthly)
- Work station allotment (new joiners) & exit formalities (resigned employees)
- Casual attendance management
- Stock & Courier management
- Waste disposal management

Ipsaa Holding Pvt. Ltd., Bangalore [Center Head & Operations]

- Managing & coordinating with Head Office & regional centres
- Operations & Business Development – Handling enquiries/service detailing and converting enquiry leads to admission
- Calender Management and Travel Management
- Collecting fee & creating - maintaining fee report and other official MIS reports
- Handling of students – parents & solving issues of my staffs
- Taking testimonials from parents regarding the centre as well as taking feedback of teachers & nannies from parents & students
- Providing orientation/induction training after taking admission
- Travelling to other centres for meeting, presentation & training
- Submitting corporate reports & mailing of different documents
- Planning for students–parents events & video sessions for students
- HR operations involving helping in accessing UAN profile, interviewing candidates, hiring, background verification, on-boarding, training, payroll management and separation formalities as well as making of attendance reports

EuroKids International Ltd., Bangalore [Coordinator]

- Enquiry & admission management; welcoming students during entry time; managing parents' queries; arranging Parent Teacher's meeting
- Helping teachers in providing with varieties of printouts for classes; giving ideas for classroom designing; managing transitions
- Sports day preparation, annual day preparation, colour day arrangement, field trips & gallery walk.

Comcon Software Solutions, New Delhi [Admin Executive & Executive Assistant]

- Taking care of overall office maintenance activities (managing house-keeping & pantry, office clearance & maintenance bi-monthly & after 6 months, coordinating with engineer for any computer-laptop related problem, etc.), making monthly expense report, stock management, packing management, stationery management & bill payments.
- Calender Management and Travel Management
- Maintaining bank details, tickets booking, online order management, scanning documents & JIRA management.
- Making attendance reports, HR management (job posting, selection, interview & recruitment).
- Making quotation, invoice & delivery challan; Dispatching of orders & tracking courier details.

Ultra International Ltd., Delhi NCR [Office Executive & Executive Assistant]

- Dealing with clients by attending their calls, dealing with cheque payments, receiving samples from clients for testing purpose, CRM data entry & sample recording, transferring calls to other departments & mail room function.
- Calender Management and Travel Management

- Handling Sales including follow-up with customers, addressing customer queries, receiving order from customers, mailing customers regarding our company's product, features and dispatching details of the products and samples.
- Handling administrative activity related to compliance of regulatory requirements (Halal & Kosher).

PP Marketing Solutions Pvt. Ltd., Kolkata [Customer / Sales Executive]

- Handling newspaper subscriptions, dealing with receiving cheques, new product information to customers.
- Point of contact for product users with queries, complaints, feedbacks, requests etc.
- Preparing reports on the support activities & efficient dealing of complaints to completion

Personal Details:

DoB: Apr-1989, **Gender:** Female, **Marital Status:** Married

Address: HIG Apartments, KHB, Surya City-1, Chandapura, Bangalore