

# Sahirun Sultana

PERSONAL / EXECUTIVE ASSISTANT

## Executive Summary

Excellent Communication & Presentation Skills.

Confident & positive Approach, disciplined.

Committed to the work under taken.

Able to work under stress and pressure.

Possess a very Empathetic and a Patient nature.

Maturity, Honesty, Ability to look at challenges as opportunities.

I am a young energetic person ready to face all challenges with full zeal & enthusiasm.

Handling multiple C-Suit people.

## Professional Vision and Mission

**VISION** - Aim to set Gold Standard for modern executive support trusted and recognised.

The Vision as a PA/EA to be proud of its craft, adaptability, proactiveness, and grounded in empathy. Lead with a people-first mindset, collaboration, and bring clarity to every interaction. To support, to simplify, and to strengthen the way the C-Suit works.

**MISSION** - At the heart of everything I do is a commitment to enable and Elevate Leadership. To provide high-quality, human-centered support that bring structure to complexity, clarity to communication, and calm to fast moving environment. As a PA /EA my mission is not just to manage C-Suits tasks - but to create space for leaders to think, lead, and thrive.

With integrity, empathy, and discretion, I work behind the scenes to ensure operations running smoothly, people stay connected and priorities stay on track.

I lead with purpose, act with intent and always strive to make a positive difference every day.

## Professional Commitment and Philosophy

### COMMITMENT

#### Delivering High-quality Support

Timely, professional and reliable support that enables leaders to focus on what matters most

#### Acting with discretion

Upholding the highest standards of confidentiality, trust, and professionalism in every interaction.

#### Prioritizing What matters

Focusing on high-impact, business-critical work to ensure time and energy go where they add the most value

## Details

Pune, India

91- 8826516506

[sahirun.sultana11@gmail.com](mailto:sahirun.sultana11@gmail.com)

## Skills

Ability to Work in a Team

Time Management

Adaptability

Ability to Multitask

Communication Skills

Effective Time Management

Microsoft Office

## PHILOSOPHY

**Equality** – Fair and Balanced distribution of support across the leadership population

**Clarity** – Transparent expectations and clearly defined boundaries.

**Prioritisation** – Support focused where it delivers the great impact.

**Empowerment** – Helping Leaders to confidently manage routine admin.

**Collaboration** – Collab with trust, partnership and mutual accountability.

## Employment History

Personal Assistant to CRO, CSO, CCO, Head of Operational Risk

AXA GLOBAL BUSINESS SERVICES PVT. LTD, Pune

OCTOBER 2022 – PRESENT

### Roles and Responsibilities:

#### **Calendar & Meeting Leadership**

- Manage complex schedules across time zones and entities
- Proactively align diaries with business priorities
- Organizing external meetings
- Maintaining/Coordinating Governance Meeting – QRM, Monthly meetings, Board meetings etc
- Design agendas, briefing packs, and attendee coordination
- Preparing MOM, drive post-meeting follow-up and action tracking

#### **Executive Travel & Event Leadership**

- Lead all travel planning: itineraries, visas, logistics
- Lead C-Suit offsites and leadership visits end-to-end
- Manage venues, delegates, and event hosting
- Ensure a seamless, senior-level experience at every stage

#### **Financial & Administrative Stewardship**

- Coordinate budgets, POs/PRs, and expense reconciliation
- Track time and provide reporting to Finance
- Manage vendor onboarding, contracts, and invoicing workflows
- Govern internal controls and ensure compliance

#### **Internal Communications & Team Facilitation**

- Coordinate team communications, planning cycles, and cadences
- Lead Team offsite preparation, logistics, and communication support
- Organizing fun team activities, rewards & recognition ceremony, family day, planning day, annual risk awards etc.
- Leave management, expense management, PR/PO and travel expense approval for whole team
- Map stakeholder visibility across networks

#### **Stakeholder & Relationship Management**

- Manage senior stakeholder and regulator engagement
- Handle protocol and logistics for external visits
- Ensure smooth execution of high-profile interactions
- Act as ambassador for the leader and organization

### **Trusted Partner & Discreet Gatekeeper**

- Act as a sounding board and trusted confidant
- Exercise sound judgment in managing information and access
- Maintain composure, discretion, and professionalism in all settings
- Stay proactive, adaptable, and solutions-focused under pressure

### **Executive Assistant to VP CFO**

#### **MetLife Global Operations Support Centre Pvt. Ltd, Noida**

AUGUST 2019 – SEPTEMBER 2022

#### **Roles and Responsibilities:**

- Calendar Management.
- Preparing MOM and follow up on MOM
- Approving Bank Payments and Salaries on behalf of the Leader.
- Approving PRs, JEs and expenses on ARIBA, Peoplesoft.
- Assisting the leader on his day to day work.
- Travel arrangements and Coordination
- Diarizing and Scheduling Meetings
- Follow- up for daily progress reports with all department heads and Creating and updating records
- Screening and prioritizing mails and phone calls.
- Organizing external meetings
- Logistics for US Client visits
- Maintaining and Recording Leader's all personal data.
- Ensuring necessary records and documents are maintained.
- Arranging Team parties
- Organizing Fun Team Activities
- Handling all documentations of the leader
- Filing Peoplesoft Expenses.
- Handling Ariba, Peoplesoft approvals
- Leave Management of DRs
- Reporting

### **Executive Assistant to Director**

#### **BSK Hospitality Management Company, New Delhi**

SEPTEMBER 2017 – JANUARY 2019

#### **Roles and Responsibilities:**

- Assisting the director on his day to day work
- Proactively working
- Daily work follow up of back-end supporting staff
- Responsible for preparing and formatting information for internal and external communication
- Follow- up for daily progress reports with all department heads and Creating and updating records in Google drives
- Manage and maintain directors' schedules.

- Diarizing and Calendar Management.
- Preparing MOM and follow up on MOM
- Screening and prioritizing mails and phone calls.
- Preparing, editing and responding to the mails and correspondence on behalf of the director.
- Ensuring necessary records and documents are maintained
- HR related work – Maintaining Daily attendance, leave management, joining formalities, Exit formalities, Coordination with HO
- Searching, screening and short listing the candidates profiles
- Calculation of Employees working Hours
- Coordination with higher authorities and strong follow up
- Daily consumption/ vendor management/ kitchen management/ liquor management/ L-4 inventory.
- Local purchase management
- All admin related coordination
- Coordination and personal interaction with F&B department, staffs and management regarding work related issues.
- Budgeting and supplies.
- Coordination with store and liquor weekly audits
- Sorting and distributing communication in a timely manner
- Ensuring accuracy and validation of information
- Monitoring level of orders, supplies and handling shortages.

#### MIS Coordinator & Assistant State Coordinator,

#### KARVY Group of Companies, Kolkata

NOVEMBER 2015 – SEPTEMBER 2017

#### Handling Various Project

NPR AADHAAR PROJECT- WEST BENGAL

CROP CUTTING PROJECT – CENTRAL GOVT

NOVA -- RESEARCH PROJECT

4th NATIONWIDE HAND-LOOM CENSUS

#### Key Roles and Responsibilities:

- Worked in Karvy Data Management Service Ltd, E-Commerce department as an Assistant State Coordinator.
- Handling State & Central govt. project and research projects in Kolkata (west Bengal)
- Providing backend support, coordinating with the field and providing field support as well.
- Handled a team of more them 50 operators, 10 supervisors and 6-7 Technical coordinators
- Giving training to the Enumerators and the supervisors.
- Keeping records of technicians, enumerators & supervisors working in field and coordinating with them.
- Preparing work schedules.
- Preparing various project reports, daily and weekly reports.
- Handling clients and internal communications to head office through mails, telephone, skype

- Resolving problems faced by the FM's in the field by interacting with the govt. officials.
- Handling meetings in the State Director's office
- Attaining meetings in the districts with DM, ADM and Deputy Directors and Development offices
- Collection & Preparation of MIS reports
- Keeping records Station ids, Assets and Misc.
- Keeping track records of freights and courier. And dealing with payments.
- Maintaining technical coordinators attendance.
- Preparing Salary sheet of technical coordinators.
- Prepare & Follow-up for the Salary sheets from District coordinator and cross check compile
- Concluding and fulfilling all the work in a proper manner in the given time.

## Education

Graduation, Heramba Chandra College, Kolkata

JUNE 2011 – JUNE 2014