

SHAWON BANERJEE (GHOSH)

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SECRETARIAL/OFFICE ADMINISTRATION/FACILITIES PROFESSIONAL

Offering well-honed experience of **17 years** in delivering optimum business value through Secretarial & Office Administrative functionality

- **Acknowledged with MTS Champ Award - 2010 & 2011 @ MTS**

Core Competencies
<ul style="list-style-type: none">● Secretarial assistance● House Keeping Management● Event Management● Office Stationery Management● Transport Management / Vendor Management● Life Style & Luxury Travel Management● Excel● PowerPoint● MS Word.

PROFESSIONAL EXPERIENCE

Star Cement Ltd - Century Group of Companies

July 2023 – Present

Designation :- Executive Assistant to Chief Commercial & Corporate Affairs Officer

(Mr. Dilip Kumar Agarwal)

Key Responsibilities are :-

- Provide administrative & secretarial support to the CCO
- Providing extensive support to all the Functional Heads in terms of co-ordination with the CCO
- Handling information requests.
- Preparing correspondence.
- Receiving visitors, arranging conference calls, and scheduling meetings.
- Inter-functional Coordination for different Issue Management.
- Maintenance of all the re-imburements, payments of the CCO.
- Travel Desk and vendor coordination – all travel related to the CCO and his team.
- House Keeping Services Management & allied matters in lieu of CCO's office.
- SPOC for all foreign travel & foreign exchange transactions, visa & passport related process.

Birla Sugar – Dr.K.K.Birla Group of Companies

Oct 2022 – June 2023

Designation :- Executive Secretary to Promoters

(Mrs.Urvi Mittal & Mr.Arhan Nopany – daughter & son of Mr.C.S.Nopany)

Key Responsibilities were :-

- Provide administrative & secretarial support to Promoters.
- Providing extensive support to all the Functional Heads in terms of co-ordination with the Promoters
- Handling information requests.
- Preparing correspondence.
- Receiving visitors, arranging conference calls, and scheduling meetings.
- Train and supervise lower-level clerical staff.
- Inter-functional Coordination for different Issue Management.
- Maintenance of all the re-imburements, payments of the Directors.
- Travel Desk and vendor coordination – all travel related to the Directors.
- House Keeping Services Management & allied matters in lieu of Director's office.
- SPOC for all foreign travel & foreign exchange transactions, visa & passport related process.

NU Vista Ltd. (Formerly Emami Cement Limited)

May 2016 – Oct 2022

Designation :- Executive Assistant to CSO

Department :- CSO Office and Administration/Facilities

CSO :- Mr Vinit Tiwari.

Key Responsibilities were:-

- Assisting CSO in his day to day activity by providing administrative & secretarial support.
- Providing extensive support to all the Functional Heads in terms of co-ordination with the CSO.
- Daily Collating data from different Functions for MIS to CSO
- Assisting CSO in internal and external meetings, collating minutes and presenting to CSO
- Inter-functional Coordination for different Issue Management.
- Initiating Review meetings with different functions and then collate, follow-up and close the actionable.
- Fix CSO appointments with different Vendors / Guests.
- Maintenance of all the re-imburements, payments of the CSO and coordinating with Accounts Department.
- Managing CSO's **travel desk and processing all ticketing, stay, car hire etc. for the CSO & the N1 team.**
- **Responsible for facility management/office administration for the CSO Office.**
- **Vendor Management in connection to CSO's Office.**
- **House Keeping Services Management & allied matters in lieu of CSO's Office.**
- **Entire Scheme Trip co-ordination.**
- **Event management for Offsite conferences.**
- **PMS Co-ordination for Sales Vertical.**

Amrit Group of Companies

Dec 2013 – March 2016

Designation :- Secretary to Managing Director

MD :- Mr Harish Bagla

Key Responsibilities were :-

- Provide administrative & secretarial support to all Promoters.
- Providing extensive support to all the Functional Heads in terms of co-ordination with the Promoters
- Handling information requests.
- Preparing correspondence.
- Receiving visitors, arranging conference calls, and scheduling meetings.
- **Train and supervise lower-level clerical staff.**
- Inter-functional Coordination for different Issue Management.
- Maintenance of all the re-imburements, payments of the Managing Director.
- **Travel Desk and vendor coordination – all travel related to MD, Directors & Senior level officials.**
- **Vendor Management in connection to MD's Office.**
- **House Keeping Services Management & allied matters in lieu of MD's office.**
- **Maintenance of Petty Cash for MD's office.**
- **SPOC for all foreign travel & foreign exchange transactions, visa & passport related process.**

Sistema Shyam Teleservices (MTS)

May 2010 – Nov 2013

Designation :- Specialist

Department :- COO Office and Administration/Facilities

COO :- Mr Keshhav Tiwary.

Key Responsibilities were:-

- **House Keeping Services Management & allied matters.**
- **Security Management**
Communication - Telephones, Fax, Xerox CUG connections & direct lines, post/dock/mail & courier services.
- **Printing & office stationery indents / issues.**
- Preparing COO's presentations to Management.
- Daily Collating data from different Functions for MIS to COO and Top Management.
- Inter-functional Coordination for different Issue Management.
- **Vendor Management in lieu of COO's Office.**
- Initiating Review meetings with different functions and then collate, follow-up and close the actionable.
- Assisting COO in internal and external meetings, collating minutes and presenting to COO.
- Fix COO appointments with different Vendors / Guests / Interview Candidates.
- Maintenance of all the re-imburements, payments of the COO and coordinating with Corporate Office.
- Providing extensive support to all the Functional Heads in terms of co-ordination with the COO.
- Managing COO's travel desk and processing all ticketing, stay, car hire etc for the COO.
- **Responsible for facility management for the COO Office.**
- **Organizing events for COO's office.**
- **Travel Desk and vendor coordination.**

ING Life Insurance

Branch Coordinator

Jan 2008 – April 2010

Key Responsibilities were :-

- Looking after the entire administrative function and general maintenance for the branch.
- Responsible for general keep up and day to day cleaning activity of the branch.
- Responsible for facility management for the east zone.
- Sole responsibility for handling Petty cash of the branch.
- Maintenance of all the administration related MIS and accordingly Co-ordinating with H.O.
- Dealing with the external vendors for tie ups of different facilities.
- Looking after the entire outsourced staff and co-ordination with the respective agency in terms of quality & service.
- Dealing and processing of the vendors and employee bills/re-imburements for the entire department.
- Managing travel desk and processing all ticketing, stay, car hire etc.
- Maintenance of stock of pantry material items & other printing materials of the branch.
- Tracking attendance and preparation of leave report for the branch employees.
- Responsible for Admin budget (Cost monitoring and control)
- Event management for Offsite conferences.

Birla Sun Life Insurance Co. Ltd

Office Executive

June 2005 - Dec 2007

Key Responsibilities were :-

- Handling reception and back office operations.
- Preparing MIS for the incoming and outgoing client leads.
- Receiving and allocation of the Policy documents sent from the Head Office to the concerned advisors.
- Maintaining the data regarding advisor recruitment.
- Maintenance of Inward and Outward Courier Register.
- Preparation and maintenance of Stock Register, recording inward and outward stock of office inventories
- Preparation of Training and Batch launch reports of the advisors for the training sessions.
- Handling all the necessary files and documents regarding the recruitment process .
- Handling the Receipt writer and issuing receipts when necessary.

Mega Trade Centre

Back Office Executive

April 2004 - May 2005

Key Responsibilities were :-

- Dealing with customer queries.
- Online call logging and allocation of service calls for photocopier machines.
- Taking call close feedback from the field engineers at the day end.
- Generating daily call close reports.

EDUCATIONAL CREDENTIALS**B.Com** 2004 from Calcutta University **48%****Intermediate**2001 from Shivnath Shastri College **67%****High School**1999 from Path Bhavan School **68%**

Date of Birth: 20th December 1982; **References:** Available on Request, Current CTC: 16.53 Lacs P.A.(Excl variable)