



# Bapi Nandy Adhikary

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BUSINESS ANALYST / EXECUTIVE ASSISTANT

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**A** 47 Garia Main Road, Kolkata - 700-084 (India)

**Dated: 28.08.24**

## Cover Letter

Sir / Madam,

I am writing in regards to the open position in your company. With a background as an Executive Assistant and a Business Analyst, coupled with my proactive approach and initiative, I am confident in my ability to significantly contribute to your team.

In my current role, I have honed my skills in administrative support, strategic planning, and project management. I have successfully facilitated the smooth operation, managing schedules, coordinating meetings, and handling communications with efficiency and professionalism. My proactive approach has led to the successful execution of several key projects, and I am known for anticipating the needs of my employer, thereby enhancing overall productivity.

Enclosed is my CV, which provides further detail about my professional journey. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team.

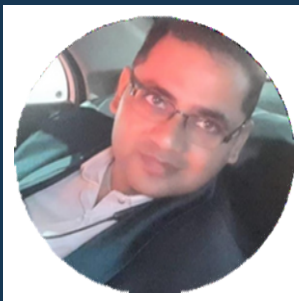
Thank you for considering my application.

Sincerely,

  
Bapi Nandy Adhikary

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**Bapi Nandy Adhikary**



## CONTACT

+91-98300-16108

bapi.nandy@gmail.com

47 Garia Main Road,  
Kolkata - 700084 (INDIA)

www.linkedin.com/B N Adhikary

## EDUCATION

2005-2007 C-PGDBA  
(HUMAN RESOURCE)

- Symbiosis Pune University
- Grade A - 66%

1999-2002  
BACHELOR OF SCIENCE

- Kolkata University
- Grade: Passed

## SKILLS

- Human Resource Management
- Data Analysis & Advanced Excel
- Microsoft Office - 365
- ChatGPT & AI certified
- BI Dashboard, Power Query
- Payroll Management
- Front & Back Office Management

## LANGUAGES

- English (Fluent)
- Bengali (Fluent)
- Hindi (Fluent)

# BAPI NANDY ADHIKARY

## BUSINESS ANALYST / EXECUTIVE ASSISTANT

### ABOUT ME:

22+ years (approx.) of experience in various roles, including Business Operations. Expertise in managing executive calendars, coordinating meetings, project management, and MIS reporting. Proficient in handling administrative tasks, team coordination, and data analysis, Analyst, Executive Assistant, Back-Office, HR.

### WORK EXPERIENCE:

#### Anmol Industries, Kolkata

##### Executive Assistant:

May '23 - Present

- Managed daily calendar and meetings for the Executive Director
- Organized events, offsite meetings, and team-building activities
- Coordinated with internal stakeholders for report generation
- Project management
- Prepared reports, dashboards, and presentations

#### Wow Momo, Kolkata

##### Executive Assistant:

Apr '22 - May '23

- Composed and typed routine correspondence and reports
- Managed appointments, meetings, and calendar for the C-Suite
- Handled visitor reception and conference arrangements
- Took minutes of meetings and maintained records

#### Hungerford Consultants, Kolkata

##### Manager, HR & Project Operations:

Jan '12 - Jul '21

- Led daily project-based operations and maintained documentation
- Managed domestic travel arrangements and appointments for the MD
- Handled specific assignments related to the MD's office

#### TATA Teleservices, Kolkata

##### Customer Relations & MIS:

Feb '11 - Dec '11

- Enhanced customer relations, managed revenue, and supervised vendor payments
- Analyzed customer lifecycle and generated MIS reports

#### Reliance Group, various locations

##### Multiple roles:

Jul '03 - Feb '11

- HR & Work Force Management: Managed MIS for Reliance GSM/CDMA and led a team of 5 executives
- Acquisition Process Interface (API) Lead: Managed daily CAF collation and reporting
- Analyst to CEO's office, provided HR support

### INTERESTS:

Table Tennis / Cricket / Networking /  
Swimming / eager to learn new things /  
Music / Travelling / Horse riding / Skating

Digitally signed  
Bapi Nandy Adhikary  
Digitally signed by Bapi Nandy Adhikary  
Time: D:20240822104541Z