

Sunitha Sainath

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Seasoned Executive Assistant with experience supporting C-Level Executives in a fast-paced environment. Proven ability to prioritize and manage multiple tasks and use initiative. Agile and keen on upskilling, tackling, and adapting new situations.

SKILLS

Time management | Networking Skills | Discretion | Collaborative Skills | Multitasking| Critical Thinking| Effective Communication

PROFESSIONAL EXPERIENCE

Executive Assistant - Senior

Oct 2022 - Nov 2023

Ernst & Young, Bangalore, India

- Assisting three Executive Directors, managing three different spans - Payroll team, Global Compliance team and Accounts Compliance team respectively.
- Acting as a team admin for the three spans of 1100 employee strength altogether.
- Being face of the leadership team, communicating critical organizational information to the stakeholders and ensuring cascading of required information to the team members.
- Booking meeting rooms, scheduling online connects to support teams in multiple locations, in different time zones.
- Management of complex national and international travel arrangements and claiming the expenses.
- Maintaining budget and financial forecast for the teams.
- Planning onsite and offsite events, arranging logistics, catering services and other ad-hoc.
- Engaging and communicating with all other EA's supporting the Executive Team, providing cover during absences.

Executive Assistant (to the COO)

Oct 2020 - Oct 2022

Dell Technologies (C2H By Horizontal India Private Limited), Bengaluru, India

- Diary and inbox management, document preparation, claiming expenses, managing offline team events and fun engagement activities.
- Team admin for the whole IT team assisting and supporting the IT Director cum COO.
- Being cognizant of the COO's vision and key priorities and providing proactive assistance in driving and delivering the projects.
- Drafting professional and often confidential correspondence on behalf of the COO to SVP to senior stakeholders and clients.
- Assistance organizing team and Executive team conferences, fireside chats, workshops, and other offline office broadcasts.
- Managing internal meeting room diaries by booking rooms and aiding in setting meeting rooms up.
- Prioritizing and handling multiple assignments at any given time while maintaining commitment to deadlines.
- Point of contact for any additional ad-hoc duties that are needed in the business.

Administrative Executive

Jan 2018 - Dec 2018

OTIS Global Services Centre, Bengaluru, India

- Scheduling the CFO's key appointments and other for the internal and external meetings, managing the calendar and mailbox, and acting as a gatekeeper with high integrity and professionalism.
- Taking care of end-to-end transportation facility, in house and out house interview schedules, smooth onboarding of new joiners and overseeing visitor tracking tool as well.
- Extensive documents and PowerPoint preparation on the organizational policies, mainly liaising with the finance and the compliance team, ensuring professional and discretionary approach to the work done.
- Working with the executive's key stake holders associated in the various projects, connecting with external C-Suite and Director levels, driving regular catch ups, and tracking the status report progressions.
- Working on invite letters, visa processing, ticket and hotel booking, effective itinerary planning for the Executive.
- Review and process expense reports, verify costs against receipts, and ensure company expense policy adherence.
- Registering new suppliers, raising purchase orders, and submitting invoices for payment.
- Handling the intranet page of the organization that works of the SharePoint.

Help Desk Executive

Jun 2016 - Jan 2018

McAfee, Bengaluru, India

- Overseeing and driving all matters pertaining to facility tickets received for the assigned McAfee office sites.
- Tracking all metrics and completing the periodic reports for managing the performance indicators at appropriate levels.
- Coordination of All hands, Townhalls, Roadshows and other organizational events, clasping hands with the administrative managers.
- Supervising mail room services, verification of stationary stock, petty cash, deck locker and briefing the receptionists.
- Carry out drafting, documentation and filing system for electronic records and handling data with high confidentiality.

HR (Recruitment)

Oct 2015 - Jun 2016

Allegis Group Limited, Bengaluru, India

- Sourcing and finding suitable profiles according to client's requirement through the organization's designated functional area and other approved job boards as well as the social media.
- Collaborating with the onshore team for a unanimous approach in finding the right candidate.
- Engaging in consistent interaction with the counter partners assessing, evaluating the needs and ensuring congruent workflow.
- Routine connects with the inhouse team, brainstorming and sharing best practices and apparently increasing the cumulative team efficiency.

EDUCATION

**Master of Business Administration (M.B.A.) –
Human Resources Management**

May 2017 - Jun 2018

Bachelor of Business Administration (B.B.A.)

Jun 2012 - Jun 2015