

# SAMYA CHAKRAVERTY

Project Coordinator | Executive Assistant

**Contact Info.**

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## Summary and Key Highlights

- Proactive and detail-oriented professional with 3+ years of experience seamlessly blending Project Management and Executive Assistant skills
- Excellent communication and Interpersonal skills facilitate seamless collaboration with stakeholder at all levels.
- Strong analytical skills and data visualization expertise using Power BI, complemented by advanced proficiency in Microsoft Suits.
- Experienced in combining executive-level administrative support with effective project management expertise.
- Proficient in preparing presentations for board meetings and working correlatively with Alternative Investments, Asset Management and Business Support teams.
- Strong client-facing skills, including other processing, client profiling, query resolution and cross-selling financial products
- Expertise in preparing MIS reports and assisting with custody compliance with proven ability to coordinate with upstream and downstream teams to maintain seamless operations.
- Experience in working with international clients with respect to different time zones.

## Work Experience

- **Empaxis Arabia Ltd. (May'25 –Current)**  
**Executive Assistant**
  - Took responsibility for all Board Pack Meetings with 100% accuracy.
  - Assisting Head of Corporate Communication and organized an event in Riyadh with all our Clients and TATA representative
  - Correlatively worked with Asset Management, Alternative Investment and assisted Business Support as well.
  - Also responsible for making monthly report including all the company and business dynamics
  - Summarizing market real estate and debt reports for Head of Financial Markets.
- **Empaxis Data Management India Ltd (May'24 -May'25)**  
**Project Coordinator**
  - Developed MIS report using Power BI and DAX with 99% accuracy which was a great move.
  - Contributed to project management workflow through JIRA as a part of PMO.
  - Gained valuable experience in client management.
  - Oversaw multiple projects and coordinated inter department to track the progress.
  - Helped my associate in reaching her goal and showed commendable teamwork
- **GfK –an NIQ Company (Nov'22-May'24)**  
**Junior analyst**
  - Always delivered projects before deadline
  - Maintain KPIs up to 99%.
  - Became a part of the major project, dealt with millions of back data and completed the project with 100% accuracy and 0 escalations.
  - Met client's demand with perfection with 0 escalation.
  - I was also awarded with the "Swift Learner".

## Education

### Post Graduate Diploma International Business

*(August'25 – Current)*

-Symbiosis School of  
Distance Learning

### B.COM Hons

*(August'19 – August'22)*

-KCC Institute of Legal and  
Higher Education aff. GGSIPU

## Skills

- Interpersonal Skills
- Time Management
- Client Communication
- Conflict Management
- Stakeholder Management
- Tracking and Maintaining Projects.

## Software Proficiency

- Power BI
- MS Suits

## Certifications

- JIRA with Confluence
- PMP (Pursuing)