

Banupriya M

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Professional Summary

Senior Executive Assistant with 12+ years of experience supporting C-level and senior leadership across IT services, manufacturing, banking, and global startup environments. Proven expertise in executive support, calendar and priority management, stakeholder coordination, governance meetings, business travel, and operational administration across multi-country entities. Strong background in PMO coordination including project tracking, budgeting, timesheet management, and client follow-ups. Known for acting as a trusted partner to Managing Directors and senior executives, ensuring seamless execution of business, operational, and strategic activities.

Education

Bachelor of Arts - Functional English

Bharathidasan college for women, Pondicherry - May 2004

Higher Secondary - Political Science

Thiruvalluvar Girls Higher Secondary School, Pondicherry, May 2001

Professional Experience

Bee Aura Tech

Executive Assistant & Personal Assistant to Managing Director | Operations & PMO Coordination June 2024 – Present

- Provide direct Executive Assistant and Personal Assistant support to the Managing Director, managing schedules, priorities, and confidential matters
- Handle end-to-end **business travel planning**, logistics, and coordination for leadership
- Supported incorporation of the company in **USA and India**, coordinating statutory and operational setup
- Managed complete **entity name change process** across APAC (Singapore, Malaysia) and UAE (Dubai)
- Coordinate **office license renewals** and regulatory requirements across global entities
- Worked on **annual return filings and statutory compliance** with external consultants
- Oversee administrative operations across USA, Singapore, Malaysia, and Dubai offices
- Manage IT coordination including domain registration, email creation, and software licensing
- Support PMO activities across entity-level projects including tracking and coordination
- Manage centralized travel desk for all global entities

Chain-Sys India Pvt. Ltd.

Senior Executive – Executive Assistant to Managing Director April 2021 – May 2024

- Served as trusted Executive Assistant and Personal Assistant to the Managing Director, ensuring smooth daily operations and leadership coordination
- Managed leadership calendar, executive meetings, and follow-ups with internal teams and clients
- Led PMO coordination supporting multiple client and internal projects
- Tracked project progress, schedules, and status reporting for leadership visibility
- Supported project budgeting and monitored financial alignment
- Managed timesheet consolidation and reporting for project teams
- Followed up with clients on pending invoices, supporting revenue realization
- Acted as central liaison between MD, project managers, finance, and customers

Barclays Global Service Centre Pvt. Ltd., Chennai

Analyst – Executive & Operations Support (Internal Audit) Aug 2019 – Sep 2019

- Provided executive and administrative support to General Managers across Operations, Finance, and Technical functions
- Coordinated Internal Audit activities including documentation and meeting logistics
- Managed workforce administration including leave tracking and onboarding/offboarding coordination
- Processed expense claims and approvals in line with internal controls
- Organized leadership meetings and maintained executive calendars

Mahindra & Mahindra Ltd., Chennai

Executive Assistant / Secretary to Vice President & Senior General Manager

Feb 2015 – Aug 2019

- Delivered comprehensive Executive Assistant support to Vice President and Senior General Manager
- Managed complex calendars, leadership meetings, and executive communications
- Coordinated domestic and international travel including approvals and logistics
- Acted as liaison between CEO office, senior leadership, and cross-functional teams
- Managed expense claims and administrative workflows
- Supported governance meetings and internal coordination activities

ING Vysya Bank, Pondicherry

Executive – Customer Operations

Mar 2006 – Aug 2006

- Supported banking operations by assisting customers with opening various savings and current account types
- Ensured accuracy and compliance of account documentation and customer records
- Handled customer service queries as part of branch-level operations and support activities

Early Career Experience

RK Teleservices (Authorized Franchisee – Tata Teleservices), Pondicherry

Customer Care Executive

Sep 2004 – Feb 2006

- Delivered customer support and tele-support services for Tata Indicom products
- Educated customers on product features and benefits and handled multiple customer interactions simultaneously
- Recognized as **Best Customer Care Executive** by Tata Teleservices Ltd. for performance excellence

Front office Receptionist - Annamalai Hotel, Pondicherry

Trainee - Pondicherry Institute of Medical Sciences (PIMS)

Core Skills

- Executive Assistant to CXO / MD
- Calendar & Priority Management
- Stakeholder & Leadership Coordination
- Business Travel & Logistics Management
- Confidential Executive Support
- Meeting Governance & Follow-ups
- PMO Coordination & Project Tracking
- Budget & Expense Monitoring
- Multi-country Operations Administration
- Vendor & Compliance Coordination
- MS Office Suite (Excel, PowerPoint, Word, Outlook)