

Nanthini V

BUSINESS EXECUTIVE

Professional Summary

Dynamic Business Executive with expertise in calendar management and event planning. Proven track record in enhancing executive communication and facilitating seamless cross-department collaboration. Successfully led onboarding for senior leaders and organized high-impact employee engagement activities, ensuring operational excellence and team morale.

Employment History

Business Executive, HCL Technology, Bangalore

12/2021 - Present

- Managed comprehensive calendar scheduling and contact coordination for the Partner and Global Operations Leader.
- Organized complex domestic and international travel, including accommodation bookings, and visa processing.
- Facilitated high-level meetings by liaising effectively with internal stakeholders, and external executives.
- Planned and executed employee engagement activities, leadership off-sites, and guest experiences.
- Monitored travel and morale budgets, and handled purchase order creation for team events and gifts.
- Led the onboarding process for senior leaders, and successfully trained new team members.
- Prepared, compiled, and distributed key documents, meeting notes, and executive correspondence.
- Managing the on boarding of senior management joiners.
- Filing, preparation, collation and distribution of supportive documentation, notes and correspondence.
- Maintained seamless communication with global executives, and ensured smooth cross-department collaboration.
- Work with confidence and the ability to maintain confidentiality at all levels.
- Calendar Management – scheduling meetings, address meeting conflicts and maintaining a clutter free meeting rhythm.
- Hardware Management – due to the Pandemic, end to end hardware management.
- New Hire Setup – support with setting up alias, hardware, workspace, and other queries regarding new set up.

Education

Bachelor of Engineering, Mepco Schlenk Engineering College, Sivakasi

07/2015 - 05/2019

Personal Details

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NATIONALITY

Indian

Skills

Calendar Management
Event Planning
Travel coordination
Executive Communication
Cross-Department Collaboration
Document Preparation
Microsoft Office
Communication Skills
Critical thinking and problem solving

Languages

English
Tamil
Telugu
Hindi