SNEHA IYER

EXECUTIVE ASSISTANT TO CEO

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PERSONAL STATEMENT

Executive assistant with 9 years of experience supporting CEOs and managing directors in financial services and consumer businesses. Manages complex calendars across time zones, board and investor meetings, domestic and international travel, minutes and confidential correspondence, and acts as a trusted link between the CXO office and leadership teams.

CORE SKILLS

- Discretion
- Prioritisation
- Stakeholder management
- Business writing
- Anticipating needs

WORK EXPERIENCE

Executive Assistant to CEO · **Arabian Sea Capital Advisors Pvt Ltd, Mumbai** Sep 2021 – Present

- Manage the CEO's calendar of 35 to 45 meetings a week across India, Singapore and the UAE, protecting focus time and cutting last-minute reschedules by 40%.
- Coordinate quarterly board and investor meetings with the company secretary, preparing agendas, packs and minutes within 48 hours.
- Plan 25+ domestic and international trips a year, including visas, forex and itineraries, with zero missed connections.
- Track action items from leadership reviews in a shared dashboard, raising on-time closure from 58% to 84%.

Executive Assistant to Managing Director · **Konkan Consumer Brands Ltd, Mumbai** Apr 2017 – Aug 2021

- Supported the MD and 2 directors with diary management, email triage and drafting of internal communications.
- Organised 3 annual distributor conferences of 300+ attendees, managing venue, travel and event vendors within budget.
- Handled confidential documents, including HR and acquisition papers, with a strict filing and access process.
- Built a contacts and gifting database for 600 key stakeholders used for festive and relationship programmes.

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EDUCATION

BMS in Management Studies · **University of Mumbai affiliated college, Mumbai** 2014 – 2017
Grade: 7.8 CGPA

CERTIFICATIONS

Microsoft Office Specialist: Excel Associate · **Microsoft** Jun 2022

SKILLS

Calendar management · Board meeting coordination · Minutes of meeting · Travel and visa planning · MS Outlook · PowerPoint · Excel trackers · Microsoft Teams and Zoom

LANGUAGES

English · Fluent · Tamil · Native · Hindi · Fluent · Marathi · Conversational