

VARSHA LALWANI

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WORK EXPERIENCE

- **Senior Partner Workplace Solutions, Capillary Technology dmcc, , United Arab Emirates**(May 2017 to Present)
- **Office Secretary and Administration support, Gulf Marketing Research, Al-Futtaim, , United Arab Emirates**(May 2014 to Jan 2017)
- **Office Secretary, Administration and Accounts support, Vingcard Elsafe, , United Arab Emirates**(Dec 2011 to Nov 2012)
- **Student Admin Officer, Emaar Education, , United Arab Emirates**(Jan 2009 to Dec 2010)
- **Community Administrator, Emaar Properties, , United Arab Emirates**(May 2008 to Dec 2008)
- **Office Co-ordinator, KTI Piersch Kaltetechnik, , United Arab Emirates**(Jan 2004 to Apr 2008)
- **Human Resource Assistant, Europcar Co. LLC, , United Arab Emirates**(Jul 1999 to Dec 2003)
- **Secretary to Managing Director and Sales Manager, Colors Computers , , United Arab Emirates**(Jul 1998 to Jul 1999)

EDUCATIONAL BACKGROUND

- **Ness Wadia's College of Commerce, Pune India, Pune, Degree, 1997, Commerce**

SKILLS

- **strategic planning**
- **analytical approach**
- **market research**

PERSONAL BACKGROUND

° **Birthday:** - 1979-04-01