

# SMITHA AMIN

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## WORK EXPERIENCE

- **HR Executive , Hytech Goodwill HR Service L.L.C**, Dubai , United Arab Emirates(Apr 2019 to Mar 2020)
- **Admin Coordinator , TATA Consultancy Services , , India**(Jan 2017 to Jul 2018)
- **Admin Cum Travel Auditor, TATA Consultancy Services, , India**(Dec 2010 to Dec 2016)
- **Internal Auditor & Reconciler, HDFC Bank LTD, , India**(Apr 2006 to Dec 2010)
- **Procurement coordinator cum document controller, Texport Syndicate India LTD, , India**(Jan 2005 to Apr 2006)

## EDUCATIONAL BACKGROUND

- **Clara's college of commerce , Mumbai , Bcom, 2004,**

## SKILLS

- **ms word**

## PERSONAL BACKGROUND

- **Birthday: - 1982-03-14**