

VANITA POOJARY

Sharjah, UAE

Email: vanitap4@gmail.com

Phone: +971566751451

WORK EXPERIENCE

- **SECRETARY TO REGIONAL MANAGER – (ADMIN) , ARCHGROUP INTERNATIONAL ARCHITECTS PVT LTD (BANDRA - MUMBAI) , Mumbaiuu, India(Nov 2019 to Feb 2020)**
- **Admn officer Reporting to Managing Director, GUIDE INTERNATIONAL RECRUITING SERVIC, , United Arab Emirates(Apr 2019 to Jun 2019)**
- **Admin Executive Secretary to Director, LOYAL ELECTRICAL CONTRACTING LLC , Sharjah, United Arab Emirates(Sep 2013 to Nov 2018)**
- **SECRETARY TO REGIONAL MANAGER – (ADMIN) , ARCHGROUP INTERNATIONAL ARCHITECTS PVT LTD (BANDRA - MUMBAI, Mumbai, India(Jan 2011 to Sep 2012)**
- **Secretary to M.D – (Admin & HR.) , BHADRESH TRADING CORPORATION (LOWER PAREL - MUMBAI) , Mumbaimein, India(Jun 2009 to Dec 2009)**
- **A Leading International Indenting House & Sourcing Agents , MANALI CHEMICALS INDIA PVT. LTD, (MUMBAI), Mumbai, India(Jun 2005 to May 2009)**
- **Member Relation , GOLDEN STABLES PVT LTD, Mumbai, India(Jun 2004 to Mar 2005)**

EDUCATIONAL BACKGROUND

- **S.N.D.T University , Mumbai, Master of Business Administration (MBA), 2009,**

SKILLS

- **ms office**

PERSONAL BACKGROUND

° **Birthday:** - 1987-09-16