

POONAM VIJAY DSOUZA

Sharjah

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WORK EXPERIENCE

- **Assistant Manager, Bentham Science Publishers Ltd. (FZC), Sharjah, United Arab Emirates**(Aug 2013 to Mar 2020)
- **Accounts and Admin Assistant, Road Star Trading & Transportation Co. LLC, Muscat, Oman**(Apr 2012 to Dec 2012)
- **Deputy Manager, HDFC Bank Ltd, Mumbai, India**(Oct 2007 to Mar 2008)
- **Officer Cash Services, Consumer Banking , ABN Amro Bank, Mumbai, India**(Aug 2006 to Feb 2007)
- **Assistant Manager , HDFC Bank Ltd., Mumbai, India**(May 2003 to Aug 2006)
- **Assistant in Customer Service Department , HSBC, Mumbai, India**(Apr 2003 to May 2003)
- **Assistant in cash management , Citibank, Mumbai, India**(Jul 2002 to Oct 2002)
- **Articled Clerk , M/s Borkar and Muzumdar, Mumbai, India**(May 2001 to Jul 2002)

EDUCATIONAL BACKGROUND

- **Mumbai University, Mumbai, Bcom, 2002,**

SKILLS

- tally 9 course.
- email
- ms office

PERSONAL BACKGROUND

° **Birthday:** - 1981-02-18