

RESUME



VANITA POOJARY ADMINISTRATIVE SECRETARY PROCUREMENT

OBJECTIVE

To be a part of organization where the management structure recognizes and reward loyalty, honesty and hard work of an employee by providing growth opportunity and necessary infrastructure that could contribute to the success of the company.

SKILLS & ABILITIES

- * MS. Office
- * Project co-ordination
- * Document Controlling
- * Employees & Vehicle Renewals
- * Equipment Calibration
- * ISO documentation
- * Int'l Visa online process
- * Leadership
- * Adaptability
- * Teamwork

CONTACT DETAILS

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EXPERIENCE

ARIHANT INDUSTRIAL CORPORATION – MUMBAI

Nov 2019 – Feb 2020

Designation Profile: Project Service Support Consultant

- Arihant Industrial Corporation Limited is the leading manufacturer, exporter, and service provider for all kinds of water slides, play time and gym equipment. Company has completed project globally
- Providing consultant service to project sales department
- Cold Calling the buyer from India Mart and arrange their meetings with sales executive on waterpark investment
- Providing client high end project plan with autocad design and proposal with installation of material and execution details.

GUIDE INTERNATIONAL RECRUITING SERVICES – DUBAI

APRIL 2019 – JUNE 2019

Designation Profile: Admin officer Reporting to Managing Director

- Responsible for office administration providing support to Managing Director for emails meetings and follow up
- Providing recruiting vacancy for paramedic staff and Dubai Taxi drivers
- Sending vacancy ads and marketing recruitment gobally.

LOYAL ELECTRICAL CONTRACTING LLC – SHARJAH UAE

Designation Profile: Admin Executive Secretary to Director

DURATION: Sep 2013 – Nov 2018

- Responsible for all day to day HR administration of the organization. Provide general administrative support to the Managing Director and staff, Handling Front office guests and visitors.
- Support the director for trading and sales products management.
- Handling HR generalist activities checking emails, screening CV's of candidates, shortlist candidates, cold calling etc.

VANITA POOJARY

- Deals in all visa and employment contract procedure. Co-ordinates with the PRO for processing of necessary approvals, visas, typing docs etc. of new recruit's laborers and staff.
- Monitor all expired documents including Trade license, Office Tenancy contract, Visa etc. for renewal purposes. Filing, copying and faxing.
- Ordering of equipment, materials and office supplies. Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
- Independently handling IT problem for office multiple PC's or server issue and regularly follow-up with IT team to resolve the issue through remote by Team Viewer or Anydesk.
- Maintain company software's & Hardware's records renewals & AMC's of printer's plotters, anti-virus software's etc. Proficient with Microsoft office and software tools.
- Assisting with managers for sales project related to Govt awarded projects works, preparing prequalification documents submittal for company registration in different parts of emirates. Document Controlling & Filing, Project enquiry, quotation and invoicing in Excel. Project filing, doing necessary correspondence letter to Govt. Authorities Undertake general administrative duties including word processing.
- Preparing MOM for projects and forwarding to concerned Dept.
- Arranging for Delegate's visit to UK, Germany, Czech Republic for Managers and engineers.
- Prepare LPO Purchase and follow up order from our supplier locally and internationally. Follow up for incoming shipment.

ARCHGROUP INTERNATIONAL ARCHITECTS PVT LTD (BANDRA - MUMBAI)

DESIGNATION PROFILE: SECRETARY TO REGIONAL MANAGER – (ADMIN)

DURATION: JAN 2011 – SEP 2012.

Work Profile:

- Arranging & Coordinating Meetings & Appointments
- Arranging for Flight Ticket Booking, Hotel Booking for M.D & Seniors.
- Handling appointment for the Directors
- Keeping track of outgoing and incoming mails. Drafting and replying of emails / letters.
- Maintaining Staff attendance & Leave Record
- Co-ordinate the repair and maintenance of office equipment & AMC Follow-ups.
- Maintaining the general filing systems and file all the correspondence.

- Handling Admin / Stationeries / maintaining courier register
- Arranging for Interviews
- Handling EPBX & FAX, Handling Library.
- Handling Office Boy Record and managing their day to day activities.

BHADRESH TRADING CORPORATION (LOWER PAREL - MUMBAI)

Designation Profile: Secretary to M.D – (Admin & HR.)

Duration: June 2009 – December 2009.

Work Profile:

- Reporting to Director assisting him for Exports Enquiry / New offers / quotation for exports and Shipments.
- Handling appointments of Director – Fixing appointments arranging meetings indoors and outdoors office.
- Have visited outdoor at Gujarat to attend factory survey / Conference.
- Export Assistance – Email Management Scanning and emailing all shipment documents and other relevant documents for processing exports.
- To monitor timely dispatch of documents to buyers
- To attend buyer's queries and resolve their problems regarding documentation issues.

To Handle all Administration / HR Related work

- Co-ordination with consultants on job descriptions, details of the requirements and feedbacks
- Responsible for handling recruitments, Screening of resumes. Short-listing candidates on conducting an initial telephonic interview.
- Time Attendance & Leave Report Management.
- Managing the Overseas Clients for their Hotel Accommodation, Flight Ticket
- Handling the maintenance & coordinating with the vendors for maintenance.
- Coordinating with the factory people for their Monthly requirement.

MANALI CHEMICALS INDIA PVT. LTD, (MUMBAI)

A Leading International Indenting House & Sourcing Agents in Import and Export of Chemicals for firm catering to Indian and Overseas clients.

Tenure: (June 2005 – May 2009)

Designation: Administration Department

Job Responsibilities:

- Managing Staff, Office and Server Room
- Attending Foreign Supplier for their visit to our office

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- Managing the Overseas Clients for their Hotel Accommodation, Flight Ticket Booking, Handling, Travel Bookings for Business trip,
- Have Attended CPHI Exhibition Event in April 2008
- Updating all Suppliers and Customers companies and contact information.
- Responsible for maintaining data on server, contracts, AMC, bank,
- Responsible & appreciated for organizing Festivals Celebrations.

Designation: Logistics and Shipping Department (For 3 months)

Work Exposure

- Updating Register for Shipping documents and updating L/C Details of Customers
- Requesting Shipping documents from the Supplier and forward it to Customer.
- Follow up the Shipment Schedule from the overseas Supplier online in MSN Chat.
- Keeping Details and track of ETD, ETA, and Vessel Details & Container.

GOLDEN STABLES PVT LTD: (Club Mahindra Holidays Services)

Tenure: (June 2004 – March 2005) Designation: Member Relation

Executive

Work Exposure:

- Offering Membership to the Quality Members, by giving them good holiday packages in Club Mahindra Resort in National and International (tie-ups with RCI Resort).
- Handling Members Registered. Follow ups in Monthly EMI's of Membership and Maintenance of Membership
- Coordinating with members for complete Reservation bookings according to the seasons. Changes & Cancellation,
- Ticketing and handling all the queries of Passenger's traveling, Followed as per the Members requirement.

EDUCATION

- **Masters in Commerce** in 2009 From S.N.D.T University (Mumbai, India)
- **Diploma in Foreign Trade** in 2009
Achieved certificate from recognized institute of INDIAN MERCHANT CHAMBERS
- **Bachelors in Commerce** in year 2006-07 From S.N.D.T College (Mumbai, India)

ADDITIONAL COURSES:

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- Diploma in Interior and Designing in 2001
- Typing with 30 w.p.m with First Class grade
- Certificate of Craft Art making, Design and workshop.
- Proficient in MS. Office

PERSONAL PROFILE

Nationality: Indian

Sex: Female

Marital Status: Married

Languages known: English and Hindi, Marathi, Tullu,

Location : Sharjah UAE

REFERENCES

Will be provided upon request.