

POONAM GARASIA

Dubai

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WORK EXPERIENCE

- **Secretary, Mahindra & Mahindra Ltd** , , India(Nov 2017 to Present)
- **Senior Administrative EA To Chief Marketing & Growth Officer, Genesis Burson Marsteller** , , India(Jan 2015 to Oct 2017)
- **Administrative Executive, Danisco India Pvt. Ltd. (DuPont)** , , India(Feb 2011 to Dec 2014)
- **Admin. Assistants Cum Receptionist, Premchand Roychand & Sons**, , India(Oct 2007 to Jan 2010)
- **Office Assistant, Paharpur-3P (A Division Of Paharpur Cooling Towers)** , , India(Oct 2005 to Oct 2007)

EDUCATIONAL BACKGROUND

- **Mumbai University (MU)**, , Bcom, 2010,
- **Madurai Kamaraj University**, , MBA, 0,

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

° **Birthday:** - 1983-09-17