

SANGITA M. SAWANT

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WORK EXPERIENCE

- **RECEPTIONIST CUM ADMIN ASSISTANT, BEAM ELECTRICAL & MECHANICAL CONTRACTING L.L.C**, , United Arab Emirates(May 2017 to Present)
- **RECEPTIONIST CUM STORE SUPERVISOR , SAPNA GENERAL TRADING, LLC**, , United Arab Emirates(Sep 2015 to Apr 2017)
- **FRONT OFFICE EXECUTIVE, KEWAL KIRAN CLOTHING LTD.**, , India(May 2013 to Nov 2014)
- **RECEPTIONIST CUM ADMIN ASSISTANT, SADHNA EYE CLINIC**, , India(Sep 2009 to Jul 2010)
- **FRONT DESK EXECUTIVE, ADMIREPUBLICITY PVT LTD.**, , India(Nov 2008 to Nov 2009)
- **FRONT OFFICE EXECUTIVE, KEWAL KIRAN CLOTHING LTD.**, , India(May 2004 to Mar 2008)
- **FRONT DESK EXECUTIVE, THAKUR GROUP OF COMPANIES**, , India(Oct 2001 to Nov 2003)
- **COUNTER ASSISTANT , DEEPA TRAVELS INTERNATIONAL & DOMESTIC AIRPORT**, , India(Jul 1999 to Jun 2000)
- **RECEPTIONIST CUM ADMIN ASSISTANT , SKAY INVESTMENT PVT LTD**, , India(Aug 1995 to Jul 1999)

EDUCATIONAL BACKGROUND

- **Madurai University**, , BA, 0, Sociology

SKILLS

- **hardworking**
- **ms office**
- **multitasking**

PERSONAL BACKGROUND

° **Birthday:** - 1978-01-31