



Poonam Garasia

Professional Summary

Till date life has been a thorough process of learning. My zest for knowledge has made me successfully completed any academic training. I believe that life is a process of learning & implementing and shall continue this process to achieve my personal & professional goal.

Work History

Mahindra & Mahindra Ltd - Secretary

Mumbai, Maharashtra

11/2017 - Current

- Handling Senior Vice President calendar and meeting schedule.
- Provide administrative support for Sr. VP that included arranging travel; and creating reports, spreadsheets.
- Managing calls/ letters request coming to Sr. VP office and responding suitably.
- Maintain all office equipment, filing and retrieval of documents, manage visitor etc of Sr. VP
- Coordinating and tallying all bill payments/ reimbursements, ensuring availability of monthly reports, meetings/ tour folder on time for Sr. VP.

Genesis Burson Marsteller - Senior Administrative EA To Chief Marketing & Growth Officer

Mumbai, Maharashtra

01/2015 - 10/2017

- Assist CMGO in her day to day activities
- Manage diary & calendar, including scheduling meetings, meeting request & booking conference room.
- Arranging travel itineraries which include coordinating flights, hotels and ground transportation both domestic and international.
- Keeping a tag of the bills and payments made and all-important documents and files.

gpoonam83@gmail.com

+971563650576

Address: Building No 1, Flat No 105, Next to Abu Dhabi Media, Muroor Road.

Passport No M7853812

Place of Issue – Mumbai

Date of Issue – 07/04/2015

Date of Expiry- 06/04/2025

Residence Entry Permit No
101/2019/3/0028874

Skills

- Organization and Time Management
- Written and Verbal Communication
- Knowledge of Relevant Software
- Administrative Skills.
- Communications Skills.

Education

Carmel Of St. Joseph School
Mumbai, MH

2005

- Providing core administrative support such as faxing, filing and copying.
- Update the contact list

Senior Admin Officer:

- Supervise and Monitor regular activities.
- Cab booking and Hotel booking for employees, journalist and the guest.
- Arranging for Name cards, access card and mobile sim for the new joiners.
- Raising Purchase Order for the entire vendor in system.

Danisco India Pvt. Ltd. (DuPont) - Administrative Executive

Mumbai, Maharashtra

02/2011 - 12/2014

Essential Job Responsibilities:

- Assistant to the business head as when required.
- Updating Attendance, leave (full day and half day) and keeping a track or Record of leave. Resolving their issues in attendance if arises.
- Agenda management: booking, travels, meeting, arrange hotel for VIP and employees. Arranging international visa for the employees.
- Coordinating with vendors for office admin work.
- Coordinating with Housekeeping guys, caterers & office maintenance related people as and when require.
- Receive and file incoming letter, documents.
- Create, control and monitor all administrative requirements of other department.
- Monitor on on-going activities and revise annual maintenance contract.
- Arranging transportation for employees for client visit.
- Arranging bouquet for birthday and organize birthday events.
- Keeping checklist for all vendors.
- Ordering groceries and stationery accordingly.
- Routine checking of premises and belongings.
- Keeping track of access card (weekly and monthly) and updating records of the new employee.
- Update cheque deposit to accounts on daily basis.
- Follow up for "C" form with client.
- Handling petty cash and prepare monthly statement.

Premchand Roychand & Sons - Admin. Assistants Cum Receptionist

Mumbai, Maharashtra

10/2007 - 01/2011

Essential Job Responsibilities:

- Overseeing & Maintenance of equipment at the office.
- Handling EPABX System as receptionist.
- Attending calls and transferring to concerned person.

Mumbai University (MU)

Mumbai, MH

B.Com- (Graduation In Commerce)

2010

Madurai Kamaraj University

Madurai, TN

M.B.A.

- Internally control Boardroom and conference room allocation.
- Handling visitors and enquiries.
- Data entry in respect to repairs in Fasset.
- Collect and maintain TDS certificates of individual and companies.
- Tracking AMC schedules.
- Co-ordination and supervision of housekeeping work and maintenance of utilities.
- Review and Maintaining Forms of Bombay Shop and Establishment.
- Handling Petty cash.
- Tracking couriers domestic and international.
- Assisting to Director's.
- Maintaining Leave register.

Paharpur-3P (A Division Of Paharpur Cooling Towers) - Office Assistant

Mumbai, Maharashtra

10/2005 - 10/2007

Essential Job Responsibilities:

- Well versed with preparing statement in Excel of Monthly Sales, Order Processing Note, Expense Statement.
- Handling customer's inbound & outbound queries.
- Preparing Quotation & Requisition for costing.
- Follow up for payment with clients.
- Preparing Customer Complaint Report & Sample requisition.
- Co-ordinating with Internal Department.
- Keeping Track with Inward & Outward Mail.
- File Management.

Personal Information

| | |
|-----------------|---|
| Date of Birth- | 17th September 1983. |
| Nationality- | Indian |
| Religion- | Hindu |
| Hobbies- | Reading & Traveling |
| Language Known- | English, Hindi, Marathi, Gujarati & Tulu. |

