

Zinat Daruwala

Mumbai, India 400001 | 0091-9082146849 | zinatdaruwala@icloud.com

SUMMARY

Ambitious, career-focused job seeker, anxious to obtain an entry-level for a suitable position to help launch career while achieving company goals.

SKILL

- Management Skills
- Articulate and Well spoken
- Digital Marketing
- Social Media Knowledge

WORK EXPERIENCE

EXECUTIVE ASSISTANT *Feb 2021 – Aug 2021*

TTMS LLP | India, Mumbai.

- Maintained company confidence and protected business operations by keeping sensitive information confidential.
- Opened, read and replied to e-mails, letters and correspondence on behalf of executives.
- Coordinated meeting and work schedules for staff teams and executives.
- Managed daily invoices, reports and proposals.

SELF EMPLOYED *April 2017 – November 2020*

PRIVATE HOME TUTOR | India, Mumbai.

- Conducted study exercises to help student pass class exam or improve scores on standardized tests.
- Specialised in Economics, Sociology, Philosophy, Business Mass Media, Business Management Subjects including university level.

HR MANAGER *June 2014 – December 2016*

TARMAC TALENT MANAGEMENT PVT LTD | India, Mumbai

- Prepared and led new employee orientation to familiarize with company policies, procedures, culture and campus.
- Communicated with supervisors to plan and review employee evaluations.
- Recruited applicants for vacancies to fill open positions with qualified staff.
- Coordinated workers' compensation insurance and managed claims.
- Managed full-cycle human resource operational activities to maximize HR employee performance.

EDUCATION

KPB Hinduja College of Commerce - Mumbai, India | Business Management Studies

Marketing Management, 12/2012

CERTIFICATIONS

- Islamic Studies course & Exam in Doctrine & Jurisprudence, Zanabiya Hawza, South Adelaide Australis - 2016.
- Certificate of Appreciation in Fitness Competition - 2019
- Certificate of Achievement in Quranic Science with Distinction, Islamic institute of America - 2020

HOBBIES

Travelling, Exploring Reading books, Graphic Designing, Drawing, Crafting, Fitness and Yoga.