

Resume



Mamta Pawar

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DOB : 14th October, 1983

Address: Al Karama, Dubai

Academic Details:

Qualification	Institute	University/ Board	Year	Percentage (%)
MBA [Marketing]	Sikkim Manipal University	Sikkim Manipal	July 2014	A Grade
B Com	S. K Somaiya College of Art, Science & Commerce	Maharashtra	April 2004	59
HSC	S. K. Somaiya College of Art, Science & Commerce	Maharashtra	Mar 2001	66
SSC	Matoshri Kasturben Thakkar Vidyalaya	Maharashtra	Mar 1999	63

Work Experience:

- **Mazrui Holdings LLC - Dubai as Office Administrator** (May 15, 2014 – May 30, 2015)
Administrative work to ensure that all office tasks are maintained in an effective, up to date and accurate manner.

Responsibilities Handled:

- Type correspondence and other documents
- Maintain confidential records and files systematically & in organized manner.
- Respond to sales inquiries
- Handle petty cash & prepare expense report
- Maintaining attendance record
- Replying to the emails received by the clients.
- Monitor on-going activities and revise contracts (eg. licenses)
- Settle visa, work permit, residence card, etc...
- Handling queries related Visa procedures.
- Maintaining employee details
- Prepare sales challans
- Prepare sales invoice & local purchase orders
- Prepare weekly payment reports & follow up with clients for collection
- Maintain documents of all employees from each BU.

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- Develop and maintain good working relationships with all relevant local governmental bureaus, agencies and Authorities

➤ **SNK Rolling Bearings Ltd, Jebel Ali Free Zone, Dubai** (Feb 13, 2013 – May 12, 2014)

Provide administrative support to ensure that municipal operations are maintained in an effective, up to date and Accurate manner.

Responsibilities Handled:

- Type correspondence, reports and other documents
- Maintain confidential records and files
- Open and distribute the mail
- Coordinate repairs to office equipment
- Maintain records of decisions
- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries
- Maintaining attendance record
- Replying to the emails received by the clients.
- Monitor on-going activities and revise contracts
- Maintain stationary supplies and co-coordinating deliveries.
- Agenda management: booking, travels, meeting, arrange hotel for VIP
- Settle visa, work permit, residence card, etc...
- Receive and file incoming letters, documents
- Develop and maintain good working relationships with all relevant local governmental bureaus, agencies and Authorities
- Office management: stationery, cleaning services, taxi card, telephone, mobile phone...

➤ **ICICI Bank Limited, Retail Liabilities Group, Corporate Office, Andheri** (June 11, 2007 – Oct 31, 2012)

It is the second largest bank in India by assets and third largest by market capitalization. It offers a wide range of banking products and financial services to corporate and retail customers through a variety of delivery channels and through its specialized subsidiaries in the areas of investment banking, life and non-life insurance, venture capital and asset management.

Responsibilities Handled:

- Payment Processing for RBG (Retail Banking Group-Marketing)
- Costing & Budgeting on PAN India Level
- Tracking expenses on daily basis
- Cost monitoring budget v/s actual
- Co-ordination with vendors & marketing managers
- Handling billing related queries with accounts dept. & marketing managers.
- Handling Vendor Empanelment process
- Handling merchandising process
- Resolving issues related to budget on PAN India level
- Preparing weekly expense reports
- Preparing monthly Provision & YTD expense MIS
- Preparing data as per requirement by Deputy General Manager

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➤ ExeLAN Networking Technologies, Mumbai

(May 2005 – May 2007)

Responsibilities Handled:

- Organize & deliver daily financial activities such as accounting
- Operations & control for assigned clients
- Weekly financial reports
- Maintenance of Stock
- Preparing Sales Challans & Invoices
- Co-ordination with vendors
- Cost Analysis
- Maintaining staff data, Processing of salary

➤ Accurate Computer Solutions Pvt Ltd

(Sept 2003 – April 2005)

Responsibilities Handled:

- Managing daily administrative task
- Organize & deliver daily financial activities

Additional Qualification:

- Professional Training attended for Tally 7.2
- Basic Diploma in Computer software, MS office (Excel, Word, Power Point), Typing Speed 30 WPM

Other Details :

- Languages known: English, Marathi, Hindi
- Hobbies & Interests: Travelling & Photography
- Marital Status : Married
- Passport No. : Z2454276
- Visa Status : Husband Sponsor
- Visa Validity: Till 23rd July, 2018.