

POOJA PARAB

DOB: Nov 16th, 1989

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✉ poojaparab24@gmail.com

Profile Summary

- B.com. Professional experience of nearly 5 years in achieving business growth objectives by taking new opportunities, maximizing the competitive strength for long-term success.
- Currently associated as administrative head. Proven success with insights and team approach to drive organizational improvements and implementation of best practices across the cultural organization. In order to get support on service level and to develop good relationships with members and visitors.
- An enthusiastic & high energy-driven professional, targeting assignments in office **Administration**.
- To learn from competition and be in a process of continued intellectual and personal improvement.
- Self-starter, motivator and delegator.

CORE COMPETENCIES

- | | |
|-------------------------------|--------------|
| • Successes in Administration | • Planning |
| • Communication | • Scheduling |
| • Computing | • Staffing |
| • Organizing | |

ORGANIZATIONAL EXPERIENCE

Since June'16: Artists' Centre Art Gallery, Mumbai

Key Roles & Responsibilities:

- Handling of working management.
- Handling additional responsibilities given by Secretary.
- Interact with the artists - to help the exhibitors, take bookings.
- Office work – correspondence, press etc.
- Handle petty cash, expenses.
- Handled daily data entries, income/and bank account transactions.
- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
- Set up and handled incoming mail and office filing systems.
- Quickly learn about new in database systems.
- Find and obtain information and documents quickly.

Jan'14: Daryanani Enterprises Pvt Ltd, Admin

Key Roles & Responsibilities:

- Handled daily data entries, income/ and bank account transactions.
- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
- Maintaining diaries.
- Set up and handled incoming mail and office filing systems.
- Established the administrative work procedures for tracking staff's daily tasks.

TECHNICAL SKILLS

- Operating Systems: Windows XP, Windows 7.
- Software skills: MS-Office 2010 (Word, Excel, PowerPoint).
- Good Knowledge in Advance Excel.
- Diploma in TALLY Professional which includes Financial Accounting & Inventory, Diploma in Advance Excel, Diploma in Desk-Top-Publishing.
- Page-maker, Corel-draw, Photoshop which includes Diploma in 2D – Animation -Flash.
- Typing speed 30 + WPM.

EDUCATION

- **2019:** MBA (Pursuing) from Welinkar Institute of Management, Mumbai.
- **2012:** B.Com. From Siddharth Collage, Mumbai.
- **2009:** Senior Secondary (XII) from Siddharth Collage, Mumbai.
- **2005:** Secondary (X) S.U.P.W High School, Mumbai.

CERTIFICATION

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HOBBIES & SPECIAL INTEREST

- Reading Book and Listening Music.
- Trekking

PERSONAL DETAILS

- **Name:** Pooja Prakash Parab
- **Date of Birth:** 16/11/1989.
- **Gender:** Female
- **Marital Status:** Single
- **Language Known:** Marathi, Hindi, English.
- **Address:** Room: 3, 17/A, Meghaji Parabat Building, Borra Street, Cross lane, Colaba, Mumbai-400005

DECLARATION:

I hereby declare that all the information provided here is true and to the best of my knowledge.