**POOJA DALVI**

**EXECUTIVE ASSISTANT & ADMINISTRATION MANAGER**

# **Professional Summary**

Enthusiastic and detail-oriented professional with passion for organizational efficiency and team collaboration. Possesses strong skills in office management and coordination, including proficiency in scheduling and project management. Dedicated to driving operational success and fostering positive work environment.

# **Work Experience**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Designation** | **Duration** |
| **Mosaic Wellness Pvt** | Administration Manager | Nov 2024 to till date |
| **Ashapura Aromas Pvt ltd** | Executive Assistant to Director | October 2021 to Nov 2024 |
| **Property Solutions India Pvt Ltd** | Executive Assistant to CEO | March 2018 to February 2019 |
| **Lonza India Pvt Ltd** | Sr Executive FOE Administration | August 2016 to July 2017 |
| **Fermenta Biotech Pvt Ltd** | FOE Administration cum EA to CEO | September 2013 to January 2015 |
| **Saba Software India Pvt Ltd** | Front Desk Executive | October2011 to September 2013 |
| **Rudra Creations Pvt Ltd** | Front Desk Executive | July 2008 to September 2011 |
| **BPL Mobile Communication** | Customer Care Assistant | June 2004 to April 2006 |

# **Roles & Responsibilities Administration and Secretary**

1. **Document & Information Management**: Organize and maintain office files, records, and correspondence, ensuring easy retrieval and confidentiality.
2. **Calendar & Schedule Coordination**: Manage executive schedules, including meetings, travel, and appointments, ensuring efficient use of time.
3. **Office Operations & Inventory**: Oversee office supplies, equipment maintenance, and support functions to ensure smooth daily operations.
4. **Team Supervision & Development**: Lead and train administrative staff, conducting performance reviews and promoting continuous improvement.
5. **Travel & Event Planning**: Coordinate executive travel arrangements, including logistics and accommodations, and organize company events and meetings.
6. **Communication Liaison**: Act as a point of contact for internal and external communications, prioritizing important tasks and filtering unnecessary ones.
7. **Recruitment & Personnel Support**: Assist in the recruitment process, including resume reviews and interviews, and support employee recognition and performance management.
8. **Process & Workflow Improvement**: Identify inefficiencies and streamline office processes to enhance productivity and support corporate objectives.
9. **Confidentiality & Discretion**: Handle sensitive information with integrity and ensure confidentiality in all administrative matters.
10. **Budget & Resource Management:** Assist with budgeting for office supplies, equipment, and contracts, ensuring cost-effective operations.

# **EDUCATION**

**2007** : : **Bachelor of Arts from Mumbai University**

# **Personal Details**

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**Languages** : : English, Marathi & Hindi