

Pooja Kale

Administrative Assistant/Admin Executive

Meticulous, task driven administrative assistant with nearly 3 years of diverse work experience in managing office Operations. Equipped with exceptional ability to facilitate all aspects of internal and external communications, support Day -to -day administrative, financial and operational functions by working collaboratively with stakeholders. IATA certified professional with hands on experience on tools like Amadeus,,galileo,,Saber

✉ Poojaranpise79@yahoo.com

☎ +91 9821793554

📍 Navi Mumbai,

in

WORK EXPERIENCE

Admin Executive for IIFL Finance Ltd

Updater Services Pvt. Ltd

02/2019 - Present,

Thane, India

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Manage agendas, appointments, travel arrangements and reservations for the hierarchical management and stakeholders.
- Process billing and reconciliation of payment data in the expense system.
- Ensure timely issuance of corporate credit card and agreement renewals with multiple vendors including hotel and travel agencies.
- Generate audit data whilst reverting to the queries of the auditor and also coordinating with the area branch manager for admin related activities.
- Create and update records and databases with personnel, financial and other data.

Contact: Ms.Snehal Gaikwad - snehal.gaikwad@iifl.com

- Sr.Associate

WNS Global Services Pvt. Ltd. (For British Airways)

04/2014 - 10/2018,

Mumbai, India

- (Amadeus Passenger Revenue Accounting Application)
- Implementation & Testing for Amadeus APRA system (Novus) for Scripting & testing, Proration patching.
- Working in Sales for prime, Exchange & EMD Tickets
- BA Travel – Non –Sample, EMD Tickets (Interline outword)

- Office Assistant

Virat Yarns Pvt.Ltd

04/2012 - 12/2012,

Mumbai, India

- Handling day to day clerical work.
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- Office Assistant

V.R.Enterprises

03/2013 - 01/2014,

Handling day to day clerical work.

CERTIFICATIONS

IATA

MS Excel

MS Office

EDUCATION

B.com (Bachelor in commerce)

N.G.Acharya & D.K.Marathe College

Mumbai, India

SKILLS

Communications and Networking

Negotiation

Account Management

Client Relationship Management

Customer Service

LANGUAGES

English
Full Professional
Proficiency

Hindi
Full Professional
Proficiency

Marathi
Full Professional
Proficiency

