



POOJA VYAS

EA to Management

PROFILE

A highly dependable and detail-oriented professional with 12+ years of overall experience, including 8 years of international exposure (UAE) & current experience with Endeavour Instrument Pvt. Ltd., a leading ISO 9001:2015 certified MSME manufacturer of Weighing, Material Lifting & Handling machineries in Gujarat.

Proven expertise in executive assistance, inquiry-to-order coordination, MIS reporting, inter-department follow-ups, client communication, and confidential management support.

Known for strong ownership, process discipline, and execution reliability in manufacturing and project-based environments.

CONTACT

PHONE:
+91 89803 45212

EMAIL:
poojavyas2009@gmail.com

LANGUAGES

Gujarati : Proficient
Hindi : Proficient
English : Advance
Arabic : Beginner

SKILLS

- MS Office (Word, Excel, PowerPoint, Outlook) Tally ERP 9
- Office administration, executive support, and diary management
- Appointment scheduling, meeting planning, and travel coordination
- ERP, CRM & company specific software's Managing and analyzing the activities.
- Client communication and relationship management.
- Document management, filing cross verifying, and data confidentiality
- Report generation, MIS, and data tracking
- Event coordination and vendor liaison
- Time management, prioritization, and task coordination
- Recruitment support and HR coordination
- Presentation creation and business correspondence

EDUCATION

Artificial Intelligence in Business Management (ongoing)	: 01/2026
Tally Accounting Certification	: 01/2017
GTU Diploma in E & C Engineering	: 01/2012
GSEB SSC	: 01/2009

HOBBIES

Music
Basketball
Chess
Travelling
Reading

PERSONEL DETAILS

DOB : 1st March 1994
Nationality : INDIAN
Gender : Female

NOTICE PERIOD

1 Month

EXPERIENCE

Executive Assistant to Management (March 2024 – Present)

Endeavour Instrument Pvt. Ltd. | Changodar, Ahmedabad, Gujarat

A leading ISO-certified manufacturer of industrial weighing machinery and material handling and lifting solutions.

- Serving as a single coordination point between Top Management and Accounts, Purchase, Production, Sales, Dispatch, Installation and Service to ensure seamless operations.
- Managing the end-to-end Inquiry-to-Order cycle on behalf of Top Management for key and management-driven clients, ensuring documentation accuracy, timely approvals, systematic follow-ups and regular management updates.
- Coordinating with Sales and clients for quotations, order confirmations, delivery schedules, documentation and after-sales requirements.
- Monitoring project execution (production, dispatch, installation) and reporting progress, deviations and risks to management.
- Supporting payment and outstanding follow-ups in coordination with Sales and Accounts teams.
- Preparing and maintaining MIS and management reports, presentations and briefing notes to support leadership decision-making.
- Scheduling meetings, preparing Minutes of Meeting (MOM), tracking action items and ensuring timely closure.
- Handling confidential and sensitive information in compliance with company policies and data protection requirements.
- Attending meetings and conferences to document discussions and decisions and supporting corporate events and official engagements.
- Coordinating office administration, maintenance activities and assisting in recruitment, training and supervision of junior administrative staff, including support for management reviews and budget discussions.

Operation Manager (July 2022 – Sept 2023)

Nikasha Technical Services L.L.C. | Dubai, UAE

A Dubai-based technical services provider specializing in electromechanical installations, building maintenance and operational support across the UAE.

- Directed end-to-end business operations, overseeing day-to-day service execution, manpower deployment, attendance, payroll coordination and performance reviews.
- Led and supervised cross-functional teams (50+ staff) across operations and administration, ensuring productivity, discipline, quality standards and safe work practices.
- Planned manpower and material requirements, optimizing resource utilization, operational efficiency and service reliability.
- Managed client coordination and service delivery, ensuring quality execution, timely completion, issue resolution and long-term relationship management.
- Handled commercial and financial operations including quotations, invoices, payables, receivables, budgets and financial forecasts to maintain financial control.
- Implemented KPIs, MIS and performance metrics, using data analysis to drive continuous improvement, cost optimization and liability.
- Oversaw logistics, inventory, procurement and supplier negotiations, improving delivery timelines and securing favorable commercial terms.
- Collaborated with senior management and cross-functional teams (Sales, HR, IT, Finance) on strategic planning, compliance, risk management and business growth initiatives and represented the organization in client and industry engagements.

Receptionist Cum Clerk**(Nov 2015 – Jan 2018)****Dibba Body Building Center | Dibba Al Fujairah, UAE**

Fitness and bodybuilding center focused on strength training, physical wellness and personalized fitness programs

- Managed front office operations, reception, client coordination and administrative tasks.
- Handled calls, emails, correspondence and visitor management professionally.
- Managed billing, accounting and inventory using Tally ERP 9; assisted in monthly reports.
- Scheduled appointments, meetings and travel arrangements for management and staff.
- Supported documentation, filing, data entry and report preparation across departments.
- Assisted in corporate events and training sessions, liaising with vendors and coordinating logistics.
- Trained new reception staff and ensured compliance with office policies and confidentiality standards.

Assistant Engineer**(Jan 2012 – Oct 2012)****Topsun Energy Limited | GIDC Electric Zone, Gandhinagar, Gujarat**

a renewable energy company engaged in solar panel manufacturing and solar power solutions.

- Performed basic quality checks on solar panels, including soldering inspection and minor corrections.
- Assisted in identifying soldering defects and supporting rework activities on the production line.
- Prepared and maintained basic QC reports and inspection records.
- Supported senior QC engineers in routine quality and documentation tasks.

Disclaimer

I hereby declare that the above information is true and correct to the best of my knowledge.