

**Anaya Newgi**

**Email-id:** [anaya@ambitpragma.com](mailto:anaya@ambitpragma.com)

**Experience:**

- 8 years of experience in Secretarial and Administrative profile before joining Ambit Pragma.
- For last 2 years, worked with Pre-contracts / Tenders team of Leighton Contractors India Pvt. Ltd., World's leading International EPC Contractor into Construction projects of Oil and Gas, Power and Infrastructure.
  - o Co-ordination and Tender documentation
  - o Bid Support - Secretarial and administrative duties for Business Development Team
- Prior to Leighton, Anaya has worked in the areas of administration and human resources across diverse companies like Deloitte (a Big Four Audit and Consultancy Firm) and Nestle (World's largest Food Company)

**Education:** Commerce Graduate with Dip. In H.R.M.

**Interests:** Music and Reading