

MALKA KHATOON

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8090415474

📍 Lucknow Transport Nagar
Saheed path 226023



OBJECTIVE

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

EXPERIENCE

13/09/2020

-

20/10/2022

Apollo medics super speciality hospital Lucknow

Operation

- Communicating with upper management to develop strategic operations goals.
- Developing strategic long-range plans to achieve strategic objectives.
- Creating and managing the organization's fiscal operating and capital budget and expenses.
- Monitoring operational performance of both internal and external service providers.
- Monitoring facility condition and environmental performance and recommending or approving funding levels and spending plans.
- Providing a workplace setting that is conducive to productive work.
- Monitoring occupant satisfaction.
- Monitoring construction and renovation projects.

17/08/2018

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1/09/2020

Amausi airport Lucknow (Netobyte India pvt ltd)

Help desk (CSA)

- *Assist customers with confirmation of bookings and reservations.*
- *Printing boarding passes before flights.*
- *completing the check-in process and making sure that customers board a flight with no issues.*

1/01/2016

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10/08/2018

Panjab Grill restaurant (Lite bite food) Delhi Saket

Guest relation executive (Hostess)

- Welcome guests in a warm and friendly manner.
- Ascertains their dining/lodging needs.
- Seats guests and manage the seating chart.
- Monitors restaurant activity to determine seating and dining flow.
- Responds to guest inquiries and requests in a timely, friendly, and efficient manner.

EDUCATION

2007	Up board 10th 55
2009	Up board 12th 56
2013	IGNOU BA 54
2016	Skydesk institute Noida Hospitality management (6 month)
2020 <i>pursuing</i>	Gautam Buddh University mathura MBA

SKILLS

- Hard working Punchaal Team building Problem solving

LANGUAGES

- Hindi or English

REFERENCE

- **Meghna Mishra - "Apollo hospital Lucknow "**
Reporting manager (Floor manager)
8948069074

DATE

- 11/01/2023



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