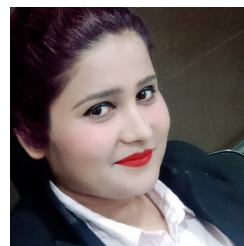


MALKA KHATOON

@ malkakhatoon2412@gmail.com
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

-

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

-

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 pursuing	Gautam Buddh University mathura MBA

SKILLS

- Hard working Punctual Team building Problem solving

LANGUAGES

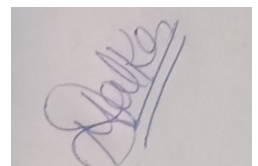
- Hindi or English

REFERENCE

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

DATE

- 11/01/2023



MALKA KHATOON