Wajeeda Khalfe

Address: A/503, Moreshwar Complex, Sector 18, Kamothe, Navi Mumbai, Maharashtra, India - 410209
Mobile: +91 8104882950 / 9420154998
E-Mail: khalfewajeeda@gmail.com

Academic Qualification:

➢ Pursuing **Masters of Business Administration (Marketing)** from **Narsee Monjee Institute of Management Studies.**

➢ Completed **Bachelor of Business Administration** from **Bharati Vidyapeeth** in **2018 -2021**

➢ Completed **Higher Secondary Certificate (HSC)** from Maharashtra State Board of Secondary and Higher Secondary Education, Pune in **2018** with **(552/650)** Score and **85%**

➢ Completed **Secondary School Certificate (SSC)** from Maharashtra State Board of Secondary and Higher Secondary Education, Pune in **2016** with **(473/500)** Score and **95%**

Professional Qualification:

➢ **Certification in Aviation, Tourism and Hospitality Management** from Global Aviation Academy, Navi Mumbai in **2018 - 2021**

Personal Profile:

➢ **Father's Name:** Parvez Sajjad Khalfe
➢ **Date of Birth:** 23/11/1999
➢ **Gender:** Female
➢ **Religion:** Islam
➢ **Caste:** Muslim
➢ **Marital Status:** Unmarried
➢ **Nationality:** Indian
➢ **Language known:** English, Hindi, Marathi, Urdu, French
➢ **Hobbies:** Writing Poems, Quotes, etc and Exploring New Places.

Competencies:

✓ Commitment to any work
✓ Superior Communication skill
✓ Honest and Punctual
✓ A good listener
✓ Ability to handle stress

Career Objective:

I aspire to establish as a customer-centric and detail-oriented **Executive** portraying a highly professional image of the company.

Employment History:

1. Working as a **Restaurant Captain** at **Pillai's Café, Kharghar, Navi Mumbai 410210** from **02/02/2022 Till Date.**

2. Worked as a **Front Office Executive** at **Hotel Three Star Pvt. Ltd, Kharghar, Navi Mumbai 410210** from **01/11/2020** to **23/11/2021**

3. Worked as a **House Keeping Supervisor** at **Hotel Three Star Pvt Ltd, Kharghar, Navi Mumbai 410210** from **24/12/2019 to 31/10/2020**

Internships / Trainings:

Successfully completed **Three** months long internship at **Hotel Three Star Pvt. Ltd.**

Software Skills

✓ **PetPooja** Point of Sale
✓ **WinHost** Property Management System

Additional Courses / Certificates:

Completed **Maharashtra State Certificate in Information Technology** in the year **2016** with **96%**
➢ MKCL Certified Expert in MS-Word
➢ MKCL Certified Expert in MS-Excel
➢ MKCL Certified Expert in MS- PowerPoint
➢ Basic Computer Typing Test

Declaration:

I solemnly declare that the above furnished information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Date:_____
Place:_____

(Wajeeda Khalfe)