

Aleena Mariam Benny

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Kochi, India - 683110

Detail-oriented and motivated individual with strong time-management and verbal communication skills. Eager to support project managers by ensuring tasks are executed efficiently and with excellence.

PROFESSIONAL SKILLS

- Microsoft Office
- Strong Communication Skills
- Problem Solver
- Analytical Skills
- Agile Methodology
- Project Management
- Multi Tasking
- Detail Oriented

CERTIFICATIONS

- Foundations of Project Management - Google ([Credentials](#))

WORK EXPERIENCE

David's Kitchen - Alappuzha, Kerala

06/2020 - 01/2022

Manager

- Coordinated daily restaurant operations by scheduling and supervising a team of 10+ staff members, ensuring timely task completion and optimal resource allocation.
- Liaised with suppliers and internal stakeholders to track inventory levels and budgets, delivering regular status updates and resolving issues to maintain service quality.
- Developed and maintained detailed operational plans, including shift rotations and service timelines, to streamline workflows and meet customer demand without compromising quality.

EDUCATION

- Master of Science (2019 - 2023) - **Union Christian College** - Kochi, India
- Master of Science (2016 - 2019) - **Women's Christian College** - Chennai, India

LANGUAGE COMPETENCIES

- English: fluent (speaking, reading, writing)
- Hindi: fluent (speaking, reading, writing)
- Malayalam: fluent (speaking, reading); basic (writing)