

Minaxi Khataniar

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Profile Summary

42 months of professional experience in the Prepared Foods industry and the Hospitality industry with significant expertise in the area of **sales, operations, recruiting and staffing, training and development, employee relations and conflict resolution.**

Professional Experience

Tasty Bite Eatables Ltd	Key Accounts Manager	May 2016-Present
J W Marriott, Mumbai	Assistant Manager – Housekeeping Operations	Aug 2013-Oct 2014
Courtyard by Marriott	Management Trainee	July 2011-July 2013

- **Managing Key Accounts** in a B2B setup in one of the fastest growing prepared foods company
- **Acquire business leads** with existing customers or new customers through understanding customer needs
- **Converting business leads** into scalable and great product offerings to customers
- **Leading** a team of more than 100 employees in the hotel through **motivation, coaching & development**
- **Recruit, schedule and train** all new staff members
- **Planning the career path** of the employees through Balance Score card system
- Ensuring 40 training man hours for each member of the team. Involved in **Employee Relations, Team Handling and Training, Intra and Inter Departmental relations and communications** which contributed to a rise in the departmental GSS score from 73% to 85% from 2013-2014
- Demonstrated sound **organizational, coordinating and personal interface** skills
- Responsible for ensuring **discipline** in the team and adherence to **KRAs**
- Instrumental in bringing up the profitability from 80% to 83% towards organizational growth
- Led initiatives like **guest relations, inventory control and departmental cost control**
- Thorough knowledge of all the Marriott defined key **audit** points for the department

Professional Accolades

- Promoted early into the second level of Marriott management training program – **completed the 6-months training in 3 months.**
- **Best presentation during graduation** from the Management training program
- Achieved the target of bringing down **departmental cost by 18% in 6 months**

Academic Achievements

Degree	Year	Institute, University/ Board	% /CGPA
PGPM (Marketing, Strategy)	2016	Great Lakes Institute of Management, Chennai	2.8
BSc (Hotel & Hospitality Administration)	2011	Institute of Hotel Management, Pusa, New Delhi	72
H.S.C.	2008	S.D.Saraswati Bal Mandir, New Delhi	70
H.S.L.C.	2006	Salt Brook School, Assam	78

- Scored 99% marks in Mathematics in the HSLC examinations

Live/ Academic Projects

- Completed a **Live Project** with VA Tech Wabag, an Indian Multinational Water Technology Company to create their **Individual Development Plans (IDP) for their senior management by conducting DISC profile analysis and automated the process to the ERP Systems**
- Selected to represent Great Lakes Institute of Management at the **HUL Premier 30 League Tree** encompassing 30 leading B schools in India
- **National Finalist** in IIM Kozhikode's inter B School competition – White Knight (B-Plan)
- Empirical study: Factors affecting the Brand Equity of Ecommerce Companies – This project aimed to alleviate brand equity of an e-commerce giant such as Jabong
- Surveyed 250 people to find out "What can Indian Railways do to make passenger experience better"
- Successfully completed 6 months industrial training with The Lalit Laxmi Vilas Palace, Udaipur in four core departments

Other Achievements

- **Gold Medalist** MBA for efforts towards placement of 400 students in the college
- Achieved Second position in Badminton singles and Third position in Badminton doubles in college
- First position in District level Volleyball Tournament in 2007
- Volunteered in the Commonwealth Games, New Delhi held in 2010 and received a certificate of appreciation for the same from the Government of India.
- Part of the core cultural committee and creative teams for college events – heading the décor team for 3 years
- Organized yearly alumni seminars and two tourism conferences conducted at IHM Pusa

Strengths

- Ability to handle pressure, Adaptability
- Team Player, Strong people management skills
- Capable of using independent judgment/solid decision making skills ability

Key Interests

- Reading books (Fiction)
- Sketching and crafts
- Playing Volleyball/Badminton