



GREESHMA MENON

PROFESSIONAL OBJECTIVES

My objective is to be a successful Operations Executive who is responsible for the day-to-day operations of the company. This includes working with sales, finance, marketing, and administration to ensure the company's objectives are met.

WORK EXPERIENCE (06 YEAR)

Frankfinn Institute Of Air Hostess Training - Centre Kochi
Operations Executive , MIS Executive 5 /2/ 2021 - 3/08/2023

1. Getting involved in the daily operations of the sales and operations department
2. Managed and met clients on a regular basis, updating the status on the MIS
3. Ensure that customers are thoroughly satisfied
4. Daily prepared check list and ensuring that work is completed.
5. Ensure that employee s work as a team and morale stays high.
6. Reported directly to the Operations Manager regarding site issues any conflicts , if any.

Frankfinn Institute of Air hostess Training - Cochin Centre
Front Office Executive
25/04/2019 - 09/11/2019

Bhima Jewellers
Front Office Executive
05/04/2016 - 20/04/2019

Education/ Technical Qualification

B Com Completed
M S Office

8138886559 , 8281540292

jibingreeshma8@gmail.com

Panakkathara House ,
Kannengattu Road,
Pambaimoola
Edakochi
Kochi - 10

SKILLS

Quality Customer Service &
Reception, Event Management
& Coordination, Customer
Service , MS Office proficient ,
Time-management,
Communication, Client
Relations, Sales

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

Personal Data

Gender : Female

Age & Date of Birth : 31 & 16/05/1992

Husband's Name : Jibin PJ

Declaration

I solemnly declare that the above furnished details are true to the best of my knowledge and belief.