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# MALIKA HUZAIFA KHAN

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Raipur, India 492001 | 07389134872 | kmalika891@gmail.com

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## Summary

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Dedicated and result driven professional. Proven record of successfully managing diverse operational discipline, driving revenue growth and delivering exceptional customer service. Excellent communication and interpersonal abilities with keen eye for details and commitment to regulatory compliance.

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## Skills

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- Good Communication
  - Adaptability
  - Relationship Management
  - Team Work
  - Time Management
  - Organizing Task
  - Networking
  - Target Orientation
  - Flexibility
  - Operations Management
  - Business Administration
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## Experience

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### Assistant Manager HDFC BANK LTD

03/2023 to Current  
RAIPUR

- Cultivated strong relationship with customers to understand their financial needs and offered tailored solutions.
  - Collaborated with internal departments such as sales and operations to address customer inquiries escalate issues to ensure seamless services
  - Maintained accurate records of customers, using bank CRM systems, ensuring data integrity
  - Handled all cash and non-cash financial transactions securely and accurately while maintaining high level of confidentiality.
  - Assisted in the development of operational strategies to ensure efficient and productive operations.
  - Ensured compliance with safety regulations and company policies.
  - Collaborated with management on developing strategic plans for achieving business goals.
  - Supervised daily operations including scheduling shifts, assigning duties.
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## Education and Training

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### Master of Business Administration (Finance)

Symbiosis Centre for Online Learning

Pune

Duration: 2022-2024

### Bachelor of Commerce

Pt. Ravishankar Shukla University

Raipur

Duration: 2019-2022

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## Certifications

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- Project Management Certification
  - IRDA
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## Personal Information

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- Age: 23
- Date of Birth: 12/02/00
- Gender: Female
- Nationality: Indian

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## Languages

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- English
- Hindi

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## Languages

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**Hindi:** First Language

**English:** B2

**Upper Intermediate**