

# Muskan Khan

## *Executive Assistant*

### **Career Background**

- Focus on Office Assistance
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- Proven expertise in Human Resources, Data Management, Process Optimization and Vendor Management
- Proficient in calendar and travel management, with a strong track record of enhancing organizational efficiency

### **Work Experience**

- 2024-Present: Convergent Finance (Mumbai), Executive Assistant
- 2022-2024: Willow Stone Realty (Mumbai), Associate Manager
- 2020-2022: JP Morgan Chase (Mumbai), Executive
- 2018-2019: Jet Airways (Mumbai), Flight Attendant

### **Education**

- 2020: Diploma in Aviation and Hospitality, Frank Finn Institute



*Has been working with  
other team members  
since 2024*