

MANISHA TILEKAR

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SUMMARY

Dynamic and results-oriented professional with extensive experience in store management, operations, and supply chain optimization. Seeking a challenging position to leverage my skills in inventory control, staff leadership, and process improvement to drive operational efficiency and enhance customer satisfaction.

WORK EXPERIENCE

Store Manager Operations, K12 Techno Services Pvt Ltd

Feb 2023 - Aug 2024 (1 year and 6 months)

- Maintained and set stock levels for the store using ERP systems.
- Created inventory reports and managed data with ERP tools.
- Handled couriers and communicated with the warehouse team and other stakeholders.
- Used CRM systems to manage customer interactions and resolve queries.
- Ensured efficient stock management and accurate reporting.

Store Manager Operations, FreshVnF Ideas Pvt Ltd

Jan 2022 - Aug 2022 (8 months)

- Coordinated incoming and outgoing stock, deliveries, and logistics planning.
 - Managed end-to-end warehouse operations (inbound, inventory, outbound).
 - Monitored stock levels and conducted periodic stock checks (weekly & monthly).
 - Controlled operations and prepared weekly and monthly management reports.
 - Conducted benchmarking and competitor analysis.
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EDUCATION

Master of Business Administration

Savitribai Phule Pune University

Nov 2020 - Nov 2022

- Specialization in Operations and Supply Chain Management
- Thesis: "Operations and Supply Chain Management of Fraazo in Pune City"
- 9.0 SGPA

Bachelor of Science in Agri Biotechnology

Dr. Balasaheb Sawant Konkan Krushi Vidyapeeth, Ratnagiri

Aug 2016 - May 2020

- Relevant coursework in Agriculture and Biotechnology

- 8.23 CGPA

HSC

Maharashtra State Board, Pune

Apr 2015 - May 2016

- 74.62%

SSC

Maharashtra State Board, Pune

Apr 2013 - May 2014

- 89.00%

ADDITIONAL INFORMATION

- **Technical Skills:** MS Excel, ERP Handling, Inventory Management, VLOOKUP, Pivot Tables, Planning, Spreadsheets, ZOHO Handling.
- **Languages:** English, Hindi, Marathi

CERTIFICATIONS

1. **MS Excel (2021)**
 - Proficient in advanced Excel functions including VLOOKUP, HLOOKUP, Pivot Tables, and Data Analysis.
 - Skilled in creating complex spreadsheets, automating tasks with macros, and generating detailed reports.
 2. **Supply Chain and Logistics Management in Agriculture and Food Industry (2021)**
 - Expertise in optimizing the movement, storage, and processing of goods from farms to consumers, ensuring efficiency, quality, and sustainability.
 3. **Production, Planning, and Control in Agriculture and Food Industry (2021)**
 - Experience in managing schedules, resources, quality, and inventory for efficient operations in the agriculture and food industry.
 4. **Quality Assurance and Control Management in Agriculture and Food Industry (2021)**
 - Proficiency in ensuring products meet safety, quality, and regulatory standards through testing, monitoring, and process improvements.
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