

Manisha Tilekar

Phone: 7350307792 | Email: manishatilekar98@gmail.com | LinkedIn: www.linkedin.com/in/manisha-tilekar

Professional Summary

Detail-oriented documentation and logistics professional with over 3 years of experience in managing export/import procedures, compliance documentation, and inventory operations. Skilled in preparing MBL/HBL, coordinating transportation, and supporting audit readiness. Strong background in ERP handling, vendor coordination, and cross-functional teamwork. Adept at managing Europe-based shipping processes and ensuring timely, compliant deliveries.

Core Competencies

- * Export/Import Documentation (MBL/HBL)
- * IMDG Compliance & DG Cargo Handling
- * Inventory Management & Stock Reconciliation
- * Inland Transportation Coordination
- * ERP Operations & CRM Tools
- * Documentation Audits & Amendments
- * Customs Clearance Support
- * Logistics & Dispatch Planning
- * Audit Readiness & Compliance

Professional Experience

Assistant Executive - Documentation

Mediterranean Shipping Company | Feb 2025 - Present

- * Managed Europe (RIGA) logistics process, including export documentation for Poland and Hungary.
- * Prepared and validated MBL and HBL, ensuring international shipping compliance.
- * Coordinated inland transportation and tracked in-transit cargo.
- * Handled DG cargo documentation aligned with IMDG code.
- * Processed bill of lading amendments and corrections with vendors and agents.
- * Maintained shipment records to support audit requirements.

Store Manager - Operations

K12 Techno Services Pvt Ltd | Feb 2023 - Aug 2024

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- * Monitored stock using ERP systems and reduced overstock risks.
- * Managed inventory reports and coordinated with dispatch teams.
- * Handled delivery escalations using CRM tools.
- * Improved order accuracy and reduced dispatch delays.
- * Collaborated with teams to optimize supply chain efficiency.

Store Manager - Operations

FreshVnF Ideas Pvt Ltd | Jan 2022 - Aug 2022

- * Managed daily warehouse operations across locations.
- * Maintained 95%+ inventory accuracy via regular audits.
- * Scheduled logistics and delivery operations.
- * Generated operational insights for improvements.

Education

MBA - Operations & Supply Chain Management

Savitribai Phule Pune University | Nov 2020 - Nov 2022 | 9.0 SGPA

B.Sc. in Agri Biotechnology

Dr. BSKKV, Ratnagiri | Aug 2016 - May 2020 | 8.23 CGPA

HSC - Maharashtra State Board, Pune | 2016 | 74.62%

SSC - Maharashtra State Board, Pune | 2014 | 89.00%

Technical Skills

- * ERP Tools
- * MS Excel (VLOOKUP, HLOOKUP, Pivot Tables, Macros)
- * CRM & ZOHO Tools
- * Inventory Management
- * Shipping Documentation Systems

Certifications

- * MS Excel - Advanced (2021)

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- * Supply Chain and Logistics Management in Agri & Food Industry (2021)
- * Quality Assurance & Control Management in Agri & Food Industry (2021)
- * Production, Planning & Control in Agri & Food Industry (2021)

Additional Information

Date of Birth: 29 August 1998

Languages: English, Hindi, Marathi

Gender: Female