

Manisha Shailesh Tilekar

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Career Objective:

To be a successful professional in organization and to achieve the objectives of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

Educational Qualifications:

Qualification	University	Year of Passing	Marks Obtained
MBA (Operation and Supply Chain)	Savitribai Phule Pune University	2022	9.0CGPA
BSC Agri Biotechnology	Dr. Balasaheb SawantKonkan Krusha Vidyapeeth, Dapoli	2020	8.2CGPA
H.S.C	Maharashtra StateBoard, Pune	2016	74 %
S.S.C	Maharashtra StateBoard, Pune	2014	89 %

Certifications:

1. Hands on Training (HOT-481)

- Completed Research on “Screening of rice varieties released by D. BSKKV for Abiotic stress”.

2. Completed workshop on Molecular Biology at S. P. College of Agricultural Biotechnology, Chiplun.

3. MS Excel

- 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.

Work Experience

Feb 2023 – August 2024 (1 Year and 6 months)

K12 Techno Services Pvt Ltd, Store Manager Operations

- Maintained and set stock 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..

Jan 2022-August 2022 (8 Months)

Fraazo: Fresh VnF Ideas Pvt Ltd, Store Manager Operations

- 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 competitors' analysis.

Soft Skills /Core Competencies:

Planning, Inventory control, Teamwork

Place:

Date:

Manisha Tilekar