

**Manisha Vadiwala**

Mobile No: +91 6354406393

E-mail: - vadiwalamanisha73@gmail.com

PROFILE SUMMARY

* Over 4 years of proven experience in Office management & Admistration opportunities.
* Fully experienced in Office Management, Manpower Management, Vendors Management, Stock Managment & Branch MIS.

**AREA’S EXPOSURE**

* Order followup & executions.
* Reporting to top management.
* Raw material procurement.
* Time & Team management.
* Preparation of feasibility studies/reports of Branch, Planning & Forecasting.
* Branch Operation (MIS, Warehouse / Inventory & Logistic management.).

**KNOWLEDGE / SKILL / ABILITIES**

* Handle the branch operation .
* An expert in strong negotiation with vendors.
* Managing & making strategy towards branch growth.
* Decision making & demonstrating self –confidence.
* Able to work under pressure, pro-active, target oriented & highly organized.

**WORK EXPERIENCE**

**June 2021 to Dec. 2021.**

Worked for **INFINISPARK LLP.** based out at Ahmedabad branchas Office Manager.

**Role & Responsibilities:-**

* Lead the branch operation for a Gujarat region.
* Oversee the stock activities & monitor the demand & supply.
* Monitor the performance of staffs, suppliers & take corrective actions.
* Deliver the raw materials & finshed goods on time.
* Identify strategies & execute opportunity that grows profitable volume & increase branch profit.
* Providing Leadership and Supervisor guidance to all the functional groupings, i.e. purchase, Service, Accounts & Warehousing.
* Managing, motivating & retaining the existing staffs.
* Adhere to the budget guideline for the branch.
* Oversee all points of sales activities in the showroom which include- purchase transaction, tracking order & payment, inventory updates, providing service, handling returns & refunds, gather clients data for feedback.
* Scheduling and planning of delivery goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Conducting self-audits for physical & damage stock on a regular basis.

**Feb. 2018 to May 2021**

Worked for **SPARK TRAINING EQUIPMENT.,** based out in **Ahmedabad** as Office Manager.

**Roles & Responsibilities:-**

* Managing & monitoring the branch operations..
* Manage and motivate the team to achieve the agreed monthly targets.
* Identify & Implementing new ideas for the branch growth.
* Conducted meeting, making strategy, monthly planning to meet the target.
* Monitor the performance of staffs, preferred suppliers & take corrective actions.
* Handle the existing vendors and building new clients.
* Responsible for month planning, forecasting and implementation of branch plan.
* Managing, analyzing and assessing the Branch DSR and MIS report to increase forecast accuracy.
* Planning, organizing and controlling of Warehouse’ over-all operations at Branch level.

## Educational Qualifications

* Diploma in Nursing From NTR University, Hyderabad in the year 2007-2011
* 10+2(commerce), from HSC Board in the year 2007.
* 10th from SSC Board in the year 2005.

## Personal Details:

* Father’s Name**:** Mohamad Bhai Hussain Bhai Vadiwala.
* Date of Birth: 3rd Sep 1986.
* Marital status: Single.
* Birth Place: Ahmedabad (Gujarat)
* Present address: 36, Royal Park, Near Haryali Society, Juhapura Sarkej Road, Ahmedabad,380055.

Gujarat (India).

**(Manisha Vadiwala)**