

# Jisha Binu Varghese

## Operational Manager

Offering an impressive experience of over 12+ years as Manager operation. Excellent planning, organizational and communication skills. Self-reliant to perform analysis and make recommendations. Talented in data modelling and client management.

✉ mv.jisha@gmail.com

☎ +91-9930853374

### Skills

- Client Management
- Knowledge of business operations Information
- Gathering information
- Finance
- Financial statements expertise

### Core Competencies

▪ Strategic Planning

▪ Inventory Management & Control

▪ After Sale service

▪ Cost Management

### Soft Skills

Leadership & Team Building

Creative & Innovation

Decision Making

Planner

Detail - Oriented

Adaptability

### Carrier Timeline (Growth Path)



### Education



**Master of Business Administration**  
Pillai's College of Management - Panvel



**B. Com**  
N.E.S Ratnam College - Bhandup

### Training Attended

- Team Building Session - 2018
- Time Management - 2017

### Organisation Experience

**Saarathi Healthcare Pvt Ltd**  
Operation Manager - Since October 2022



Team Size - 50 |



**Star Performer** in XL Dynamics Pvt Ltd  
- 2016 & 2017

**Best Team Lead** in Go Source Pvt Ltd  
2022

**Spot Award** - Mar & Nov'17, Sep'18, Feb & Nov'19

## Key Result Areas:

- Used excellent problem-solving and issue-resolution strategies to rectify difficulties quickly and effectively.
- Led, trained and coached employees to consistently meet and exceed target KPIs.
- Monitored staff performance, continually seeking ways to improve team delivery for optimized financial success.
- Employed outstanding communication and relationship-building abilities to lead by example in providing first-class customer care.
- Supervised and delegated tasks to employees to meet key productivity targets.
- Listened to team members' feedback and proactively addressed concerns.
- Managed calendar to schedule employee shifts, maintaining organized operations and complete staff.
- Achieved management objectives, consistently hitting deadlines and performance targets
- Maintained positive, professional working environment to optimize staff and customer satisfaction.
- Monitored and responded to competitor activity to stay ahead of marketplace trends.
- Promoted positive customer service experience by promptly resolving conflicts.

**2. Manager:** Go Source Digi hub Pvt Ltd, Navi Mumbai, Maharashtra  
Dec 2020 till Oct 2022.

**3. Team Leader:** XL Dynamics Pvt Ltd  
Oct 2015 till Aug 2019.

**4. Branch Manager:** GEPL Capital Pvt. Ltd, Mumbai  
June 2013 till Sep 2015.

**5 Logistics Coordinator:** Siemens LLC, Dubai, UAE  
December 2011 to September 2012.

**6. Branch Manager:** GEPL Capital Pvt. Ltd, Mumbai  
July 2008 till Aug 2011.

---

## Computer Proficiency

- MS-OFFICE,
- SAP, Sunsoft, PHCRM

---

## Personal Details

Date of Birth: 16-July-1985

Language Known: English, Marathi, Hindi, Malayalam

Marital Status: Married

Address: Sini Arcade A-1 Room No-102 Near Kasheli Towel Naka Thane -8 Pin Code: 421302

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**Date:**

**Place: Mumbai (Jisha Binu Varghese)**