

MANSI MIRANDA

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Professional Summary

Dedicated and versatile Operations Executive currently pursuing an MBA in Operations Management from IGNOU. Possesses a strong foundation in administrative functions, supply chain, and event coordination, developed through hands-on experience in startups, NGOs, and freelance projects. Recognized for excellent communication, time management, and organizational skills. Passionate about continuous learning and efficient process management.

Core Competencies

- Supply Chain & Procurement
- Event & Operations Management
- CRM & Inventory Tools (Zoho, Jira)
- Client Servicing & Communication
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Digital Marketing (Email, LinkedIn, Social Media)
- Administrative Support & Logistics Coordination

Professional Experience

Supply Chain Management & Procurement Executive

Native Origins Food and Herbs LLP | Feb 2025 – Present

- Managing procurement processes, inventory tracking, and order fulfillment using Zoho Inventory & Jira
- Coordinating with vendors and logistics for timely product delivery
- Maintaining accurate sales and purchase data across platforms

Operations Executive

Vama Events | Jun 2024 – Feb 2025

- Managed backend operations, client communication, and event planning logistics
- Created and maintained event documentation using Excel

Event Management Intern (Freelance)

Blue Sparrow | Sep 2023 – Present

- Assisted with event logistics, vendor coordination, and client communication

Admin & Operations Associate

The Luxury One | Apr 2023 – Aug 2023

- Oversaw e-commerce order processing, B2B & B2C administration, and inventory updates
- Maintained website content and managed shipment tracking

Project Intern

Stray Happy NGO | Feb 2023

- Designed digital content using Canva and curated engaging Instagram captions

Digital Marketing Intern

Sociolify | Jun 2022 – Sep 2022

- Executed lead generation strategies via email and LinkedIn
- Handled social media scheduling and engagement activities

Education

MBA – Operations Management

Indira Gandhi National Open University | Pursuing

Bachelor of Management Studies (BMS)

R.D. National College, Bandra | 2021–2024 | CGPA: 9.08

HSC (Commerce)

R.D. National College, Bandra | 2021 | 83.83%

SSC

St. Joseph's Convent, Bandra | 2019 | 71%

Certification

Digital Marketing | Greater Learning Online Platform | May 2021

Languages

- English (Fluent Speaking and written)
- Hindi (Fluent Speaking / Basic Written)
- Marathi (Basic)

Additional Interests

Tutoring primary school children, cooking, art, journaling, writing, and athletics.