



# Shivani Rathore

Operation Manager

## Contact

### Address

Delhi 110092

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## Skills

Operational efficiency

Inventory management

Supply chain management

Standard operating procedures

Logistics optimization

Quality assurance

Time management

Project management

Problem resolution

Process documentation

Logistics management

Dynamic Operations Manager with a proven track record at B.S Imaging Solutions (PSD Subsidiary under Sony India Pvt Ltd), adept at enhancing operational efficiency and implementing inventory management systems. Skilled in logistics optimization and problem resolution, I excel in streamlining processes and fostering cross-functional coordination to drive productivity and ensure timely project deliverables.

## Work History

2019-12 -  
Current

### Operation Manager

*B.S Imaging Solutions (PSD Subsidiary of Sony India Pvt Ltd)*

- Streamlined operational processes, improving workflow efficiency and reducing turnaround times for project deliverables.
- Implemented inventory management systems that enhanced tracking accuracy and minimized supply chain disruptions.
- Developed and maintained standard operating procedures, ensuring compliance and consistency across all operational activities.
- Monitored daily operations, addressing issues promptly to maintain productivity and operational excellence in the workplace.
- Streamlined operational processes by identifying inefficiencies and implementing best practices.
- Oversaw supply chain management, ensuring timely delivery of products and services to customers.
- Managed crisis situations effectively by developing response plans in advance.
- Automated manual processes using technology solutions, increasing accuracy and efficiency within operations.
- Streamlined logistics and distribution networks, ensuring timely delivery of products and reducing transportation costs.

## Education

2018-08

**Bachelor of Science: Comprehensive 3 Years Programme in PCM**

Problem-solving abilities

Operations management

Multitasking Abilities

Time management abilities

Adaptability and flexibility

Feedback implementation

Cross-functional  
coordination

## Languages

Hindi



Advanced (C1)

English



Advanced (C1)

Agra University

2015-06

**GED**

*PDS Sr Sec Public School - Aliganj*