

MANVI KHARE

BUSINESS OPERATIONS MANAGER | CHIEF OF STAFF | PROJECT MANAGEMENT LEADER | OPERATIONS & BUSINESS STRATEGY

Mob: +91-6264611273 | Email: manvikhareofficial@gmail.com
Linkedin: [linkedin.com/in/manvikhare19](https://www.linkedin.com/in/manvikhare19) | Portfolio: manvikhare.com

PROFESSIONAL SUMMARY

Results-driven **Business Operations** and **Project Management Professional** with **5+ years** of experience supporting executive leadership and driving organizational growth.

- **Project Leadership:** Directed 10+ strategic cross-functional initiatives, ensuring successful delivery within scope and budget.
- **Operational Excellence:** Optimized business processes and led end-to-end procurement and contract negotiations for 20+ vendors.
- **Team Management:** Coordinated and mentored teams of 15+ members to drive workforce planning and enhance productivity.

PROFESSIONAL EXPERIENCE

Padamjaya Ventures Pvt. Ltd. (A unit of LNCT Group) | Executive Manager (Projects, Admin, Operations & Branding) | March 2022 - Present

- **Directed** 10+ cross-functional strategic initiatives including Kalakunj Foundation, Kalakunj Studio, Young Indians (Yi), Shri Villa, and Quirkify, ensuring successful delivery within scope, timeline, and budget.
- **Led** end-to-end vendor management for 20+ vendors, overseeing procurement, contract negotiations, and performance evaluation **to drive measurable cost optimization**.
- **Developed** and launched corporate gifting and branding solutions through market research, customer analysis, and strategic planning to support business objectives.
- **Managed** executive operations including payroll administration, office workflows, reporting, inventory control, and senior stakeholder communications.
- **Coordinated** and mentored teams of 15+ members, driving workforce planning, task delegation, staff training initiatives, and productivity monitoring.
- **Planned** and executed 50+ regional and corporate programs, managing logistics, stakeholder engagement, budgets, and risk mitigation activities.
- **Led** digital branding initiatives and multi-platform marketing campaigns across LinkedIn, Instagram, Facebook, Twitter, and YouTube to strengthen brand visibility.

Innovativebiz Technologies | Digital Marketing Executive | September 2021 - February 2022

- **Executed** multi-platform digital marketing campaigns and managed content calendars to drive engagement and brand awareness.
- **Analyzed** campaign performance, tracked website traffic, and performed SEO keyword research to optimize marketing strategies.
- **Collaborated** with design teams to create compelling graphic assets aligned with brand messaging.

Early Career & Internships

- JigyaQ.com, Bhopal — **Business** Development Intern (Dec 2018 – Jan 2019)
- Times of India, Bhopal — **Research** & Development Intern in Sales (Oct 2018 – Dec 2018)

EDUCATION

- **MBA**, Entrepreneurship Management – DY Patil University, Mumbai - 2025
- **BBA**, Institute of Professional Education and Research, Bhopal - 2021

CORE STRENGTHS

- Business Operations Management
- Project & Program Management
- Executive Administration
- Strategic Planning
- Process Improvement
- Stakeholder Management
- Vendor Management & Procurement
- Budget Management
- Team Leadership & Training
- Risk Management
- Event Management
- Business Analysis
- Operational Excellence
- Market Research
- Digital Branding & Marketing

TECHNICAL SKILLS

- Microsoft Office Suite (Advanced Excel, PowerPoint, Word)
- Google Workspace
- ERP Systems (SAP / Tally)
- Payroll & Invoicing Tools
- Canva (Advanced)
- Google Analytics & Meta Business Suite
- SEO Tools (SEMrush / Ahrefs)
- Project Management Tools (Jira / Asana / Trello)
- AI Productivity Tools (ChatGPT, Gemini)

CERTIFICATION COURSES

- Managing the Organization
- Excel Skills for Business Essentials
- Fundamentals of Digital Marketing (Google)
- Google Analytics & Google Ads
- Introduction to SEO
- EF SET English Certification (C1)
- Foundations of Business & Entrepreneurship

PERSONAL DETAILS

- Date of Birth: 19/09/1999