

Vinita Sardinha

Operations Manager

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☎ (740) 575-5086

📍 8405 Arlington Blvd,
Indianapolis, IN 46250

Education

Bachelor of Science in Operations Management at Purdue University, IN

Aug 2013 - May 2017

I have learned how to manage and operate a business effectively and efficiently.

Links

[linkedin.com/in/vinitasardinha](https://www.linkedin.com/in/vinitasardinha)

Skills

Communication

Organization

Planning

Time Management

Problem Solving

Conflict Resolution

Languages

English

Bengali

Hobbies

Organizing

Crafting

Decorating

Profile

I am an experienced operations manager with over 5 years of experience in managing and improving operational processes. I have a proven track record in streamlining operations, reducing costs and increasing efficiency. I am a highly motivated individual who is able to work effectively both independently and as part of a team. I am also an excellent communicator with strong interpersonal skills.

Employment History

Operations Manager at Cummins, IN

Apr 2022 - Present

- Successfully managed and operated a/an Operations Manager with real numbers and details.
- Achieved operational excellence by reducing downtime and optimizing work processes.
- Increased productivity by developing innovative methods for streamlining tasks.
- Reduced labor costs by 10% through effective workforce management practices.
- Improved safety performance by implementing new protocols and training programs.
- Successfully oversaw the launch of a new product line, resulting in increased sales revenue.

Assistant Operations Manager at Indiana University, IN

Aug 2017 - Feb 2022

- Led a team of 4 in executing daily operations for a small business with an annual budget of \$2 million.
- Supervised and coordinated the work activities of employees in 2 departments.
- Trained new hires on company policies and procedures.
- Monitored departmental budgets and expenditures to ensure fiscal responsibility.
- Implemented process improvements that increased efficiency by 15%.
- Resolved customer complaints and issues in a timely manner.

Certificates

Certified in Production and Inventory Management (CPIM)

Mar 2021

Certified Supply Chain Professional (CSCP)

Oct 2019

Memberships

American Production and Inventory Control Society (APICS)

Institute for Supply Management (ISM)