

# **MANISH TEWARI**

## **Work Shop Manager | Inventory Optimization | Client Relations**

**Call -7351376992 • Email- Tiwarimanish444@gmail.com •**



### **PROFILE SUMMARY**

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- ❖ Over 14 years of extensive experience including 2 years in the Automobile Manufacturing sector and 12 years in the Automobile Sales and Service sector.
- ❖ Last associated with Maruti Suzuki as Warranty In charge.
- ❖ Powered with hands-on management abilities and keen expertise in utilizing administrative and analytical skills as evidenced by continuous improvement of division operations
- ❖ Recognized for superior performance in all facets while utilizing in-depth knowledge of all key tasks and relevant positions
- ❖ Dexterous in upholding good order on sites whilst working within a standard procedural guideline and ensuring a high quality of service is consistently maintained with optimum efficiency
- ❖ Possess good judgment, objectivity, dependability, emotional control, integrity & high degree of professionalism
- ❖ Proven track record of establishing & restructuring processes with proficiency in effectuating plans for achieving targets
- ❖ Pivotal in devising plans ensuring optimum utilization of resources and maximum cost savings
- ❖ Improving the operational systems, processes, and policies in support of the organization's mission – specifically, support better management reporting, information flow and management, business process, and organizational planning
- ❖ Managing and increasing the effectiveness and efficiency of Support Services through improvements to each function as well as coordination and communication between support and business functions
- ❖ Involved in long-term planning, including initiatives geared toward operational excellence  
Overseeing overall financial management, planning, systems, and controls.



### **PROFESSIONAL ENHANCEMENTS**

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- ❖ **Industrial Training Tata Motors Ltd., Pantnagar Sep 2012 - Dec 2012 Soft Skill Training Tata Motors, 5 s training, Safety training and du point**
- ❖ **ITI 2 Months Short Terms Tata Motors, Rudrapur Sep 2011 - Dec 2011 It is a short term 2 months. 1 Month FITTER TRADE.**



### **SCHOLASTICS**

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**Bachelor in Commerce from Kumaun University 2018.  
Intermediate from Uttarakhand Board 2011.**



### **EMPLOYMENT SCAN**

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#### **Tata Motors Ltd, Rudrapur (2011 - 2013) Trainee Company**

- ❖ Work as a company trainee and know all about tools and technics. 1 year work in Engine shop , 1 year in vehicle assembly.
- ❖ Undergone two Month of ITI training in JOB ITI Haldwani.

### **Mahindra Service, Rudrapur (2014 - 2017) Accidental**

- ❖ As certain automotive problems and services by listening to customer's description of symptoms; clarify description of problems; conduct inspections; take test drives; check vehicle maintenance records; examine service schedules.
- ❖ Develop estimates by costing materials supplies and labor; calculate customer's payment including deductibles Prepare repair orders (RO) by describing symptoms problems and causes discovered as well as repairs and services required; obtain approval signatures; entering RO into service database system Receipts, Movement, Transfer, Allotment, Reporting discrepancy, Damage claims, Inventory check, Reports, Location follow up.

### **Toyota Service Delhi (2017 – 2019) Manger Spare Parts**

- ❖ Spare Inventory, monthly planning purchase retail and all business report. Best hand in MSD. Technical support and warranty claim.
- ❖ Planning and reporting actual in conjunction with sales/service managers and General Manager. (PPT, EXCEL, PIVOT, GRAPH).
- ❖ Create purchase orders, research and order parts for vehicle repairs based on quality, warranty, labor coverage, and price, Increased service department growth and decreased expenses resulting in profitability year over year.

### **Royal Enfield , Gurgaon (May 2019-JAN 2025) Spare Parts /Work Shop Manager**

- ❖ Handling day-to-day management of the facility, viz. monitoring operations of systems, identifying issues, following with vendors, maintaining a record of equipment performance, logbooks, etc. Responsible for sourcing & procurement for Skills.
- ❖ Create purchase orders, research and order parts for vehicle repairs based on quality, warranty, labour coverage, and price.
- ❖ Increased service department growth and decreased expenses resulting in profitability year over year Devising and using fruitful sourcing strategies; discovering profitable suppliers and initiating business and organization partnerships negotiating with external vendors to secure advantageous terms.
- ❖ Approving the ordering of necessary goods and services; Finalizing purchase details of orders and deliveries.
- ❖ Tracking and reporting key functional metrics to reduce expenses and improve the effectiveness.
- ❖ Foreseeing alterations in the comparative negotiating ability of suppliers and clients Performing risk management for supply contracts and agreements.

### **Maruti Suzuki, Mayapuri (Jan 2025- till) Warranty Incharge**

- ❖ Warranty decision, warranty part dispatch and coordinate with MSIL,
- ❖ Vehicle Electrical diagnosis, front office handling, assist works manger reasonability.



### **Personal deatil**

Father Name	:	Late Sh. Ganesh Dutt Tewari
DOB	:	25 <sup>th</sup> June, 1992
Marital Status	:	Unmarried
Languages Known	:	English & Hindi
Fond	:	Current Affairs/News Reading, Traveling, Meeting new People
Strengths	:	Pleasing Personality, Straight Forward & Amiable Manners