

**ADDRESS:-**

AVIK DAS,
C/O SRI ARUN KUMAR DAS,
KBC ROAD, NEAR GRILL FACTORY,
POST OFFICE – GONDOLPARA, POLICE STATION: CHANDENNAGORE,
DISTRICT – HOOGHLY, PIN: 712137, **WEST BENGAL**, INDIA

Contact: +91.9007291699/+91.6290765743

E Mail: 99.avik.das@gmail.com / Skype: avik786

Linked In: <https://www.linkedin.com/in/avik-das-97a10117>

Respected Sir/Mam,

Dedicated Operation Manager & effective leader who excels at using proven methods & cutting edge technology to successfully cut costs, streamline operations & increase productivity. Assertive & enthusiastic, with extensive knowledge of process optimization & an unsurpassed work ethics. Organized & diligent with excellent written, oral & interpersonal communication skills. Successful in building & motivating dynamic teams.

BASIC INFORMATION	
NAME	AVIK DAS
DATE OF BIRTH	05th MARCH, 1983, SATURDAY
POSITION APPLIED FOR	GENERAL MANAGER OPERATIONS / ADMINISTRATION
CURRENT LOCATION	VAIKKARA, PERUMBAVOOR, ERNAKULUM, KERALA.
PROFESSIONAL INFORMATION	
TOTAL YEARS OF EXPERIENCE	11 YEARS
INDUSTRIES WORKED IN	VENEER, PLYWOOD, METAL RECYCLING, FURNITURE, NGO, HOSPITALS, OPHTHALMIC, EYEWARES
COUNTRIES WORKED IN	INDIA, LAO PDR, VIETNAM, NIGERIA & GABON
CURRENT COMPANY	FSD BUILDING MATERIALS PVT. LTD., VAIKKARA, PERUMBAVOOR, ERNAKULUM, KERALA, INDIA
CURRENT DESIGNATION	BRANCH MANAGER - OPERATIONS
QUALIFICATION	
PROFESSIONAL QUALIFICATION	POST GRADUATE IN FINANCE AND HUMAN RESOURCE, NIILM, NEW DELHI
BASIC QUALIFICATION	BACHELOR OF COMMERCE (HONS.) FROM ST. XAVIER'S COLLEGE, KOLKATA, Calcutta University
REPORTING STRUCTURE	
REPORTING TO	MANAGING DIRECTOR
AREAS OF EXPERTISE	
SECTORS EXPERIENCED IN	PLANT PROCUREMENT & OPERATION, PRODUCTION, ORDER FOLLOW UP, TEAM MOTIVATION, BUDGETING & COSTING, CASH & BANKING OPERATIONS, OFFICE MANAGEMENT, EXCELLENT DOCUMENTATION, BACK OFFICE MANAGEMENT, PRODUCTION DATA ANALYSIS PROCUREMENT & TENDERING, PROJECT MANAGEMENT (SETTING UP NEW MANUFACTURING PLANTS), ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE ANALYSIS
OTHER DETAILS	
FAMILY DETAILS	PARENTS, WIFE & A CHILD OF 4.5 YEARS
MODE OF RELOCATION	BACHELOR STATUS
PASSPORT STATUS	N4619654 DOI: 26.11.2015 / DOE: 25.11.2025
INTERESTED COUNTRIES	INDIA, AFRICA, SOUTH EAST ASIA, EUROPE
SALARY & PERKS INCLUDES	DECENT SALARY WITH PERKS
NOTICE PERIOD	30 DAYS FROM THE DATE OF ACCEPTANCE OF APPOINTMENT LETTER
MODE OF INTERVIEW	SKYPE - avik786 / WHAT'S APP: +91.9007291699

Hope to receive a positive feedback from your end please at your earliest. A line of acknowledgement will be highly solicited.

Sincerely Yours,

AVIK DAS
Enclosed: CV

RESUME

Professional Strengths:-

- Strategic Planning & Cost Control
- Global & Strategic Sourcing
- Negotiation Expert
- Procedure Development & Process optimization
- Financial Oversight
- Process Improvement & Quality Assurance
- Cost Reduction & Inventory Management
- System Implementation
- Team Building, Team Leadership & Goal Attaining
- Overall Management Handling, Staff Development & Performance Reviews

Objective:-

More than 11 years in Administration, Finance & Operations, I want to be associated with a progressive organization where I can implement my knowledge, skills and professional experience to increase level of responsibility and career advancement.

Personal:-

Marital Status:	Married, having a child.	
Father's Name:	SRI ARUN KUMAR DAS	Retired & Dependent
Mother's Name:	SMT. SUMITA DAS	Housewife & Dependent
Religion	HINDU	ASIAN
Nationality	INDIAN	REPUBLIC OF INDIA
Date of Birth:	05.03.1983	Saturday
Languages Known:	English/Hindi/Bengali	Read, Write & Speak
Passport No.	N4619654	Valid till – 25.11.2025

Qualifications: (Educational & Professional)

Start	End	Degree	Institute	Board	Grade	%
1998	2000	Class X	St. Xavier's School	WBCSE	I	64.00
2000	2002	Class XII	St. Xavier's School	WBCHSE	I	71.00
2002	2005	B Com Honors	St. Xavier's College	Calcutta University	II	52.38
2006	2008	PG in Finance & HR	NIILM	Autonomous	I	62.48

Computer Literacy:-

Year	Details of Computer Training	Institute
2000	Computer Basics	Micronet, Haldia
2006	Computer Basics / MS Office / Tally 7.2, Ace, Fact / Income Tax / VAT / Sales Tax / CST / Banking & Advance Accounts / Internet	I C A, Chandennagore
	Working Proficiency	
2015	SAP - Product Costing - Only Costing Module	Century Ply Boards (I) Ltd.
	Current Working Base	
	Tally ERP.9	Currently Working

CAREER SNAPSHOT

F.S.D. BUILDING MATERIALS PVT. LTD., MUMBAI

KOCHI BRANCH, KERALA

BRANCH MANAGER OPERATIONS

JUL – 18 TO TILL DATE

PROFILE: MFG. CORE VENEER & PLYWOOD BOARDS

DUITES & RESPONSIBILITIES:-

- Procurement of Timber from local market
- Procurement of face veneer C-, D+ & D Super
- Production planning as per order, achievement of production target
- Dispatch Arrangements
- Overall Accounts & Finance Management
- Administrative Operations
- Accounts Payable & Receivable Analysis
- Procurements of Mill Stores, Resins, Factory Consumables, Fund Arrangements from H.O.
- Maintaining relations with local creditors
- Coordination with HO for payments, orders, HR issues

AFRICA VIEW S.A

LIBREVILLE, GABON, AFRICA

MANAGER FINANCE & ADMINISTRATION

DEC – 17 TO MAR 18

PROFILE: WOOD VENEER MANUFACTURING UNIT

DUITES & RESPONSIBILITIES:-

- Cash Handling
- Banking & BRS
- Export Doc. (Partial)
- Cost Effective Purchases
- Legal Proceedings & Renewals
- Analyzing Production Data
- Regular follow up & update of Orders with Production Manager
- Various kinds of reporting
- Tax (TVA & VAT) detailing & receivable submission
- Coordinating with local CA for finalization of Books of Accounts
- Handling European, Indian, South East Asian & Egyptian Customers
- Analysis of follow up of Accounts Payable & Accounts Receivable

METAL RECYCLING INDUSTRIES LIMITED

LAGOS, NIGERIA, AFRICA

MANAGER FINANCE & ADMINISTRATION

SEP- 17 TO DEC- 17

PROFILE: METAL SCRAP RECYCLING UNIT – MFG.

DUITES & RESPONSIBILITIES:-

- ◆ Cash Handling
- ◆ Banking Transactions of – Ogun, Kano, Onitsha, Benin
- ◆ Part of Export Documentation
- ◆ Cost Analysis
- ◆ Cost Effective Purchases
- ◆ Legal Proceedings & Renewals
- ◆ Expat Document processing of Green Card
- ◆ Internal Audit of Branches
- ◆ Filing to Government – Exports, VAT, With Holding Tax, Payee Tax, Quota Returns
- ◆ Coordinate with USA Branch for Orders & Export Containers
- ◆ Ageing for Accounts Payable & Accounts Receivable

SUDIMA PANELS CO. LTD.

HO CHI MIN CITY, VIETNAM

MANAGER FINANCE & ADMINISTRATION

DEC- 16 TO AUG- 17

PROFILE: WOODEN FURNITURE & MODULAR KITCHEN PARTS MANUFACTURING UNIT

DUITES & RESPONSIBILITIES:-

- △ Handling of Petty Cash
- △ Banking & BRS
- △ Handling Loans & Fixed Deposits
- △ Cost Analysis
- △ Partial Export Documentation
- △ Container Costing
- △ Preparation of Various Kinds of reports
- △ Preparation of VAT Returns against Red Invoices
- △ Analysis of Accounts Payable & Accounts Receivable

CENTURY PLYBOARDS (I) LTD.

LAO P.D.R.

MANAGER FINANCE & ADMINISTRATION

OCT- 15 TO NOV- 16

PROFILE: WOODEN VENEER & PLYBOARDS MANUFACTURING UNIT

DUITES & RESPONSIBILITIES:-

- Cost Effective Purchases for 5 units
- Cash & Bank Handling for 5 Unit
- Project Management – 5 Units
- HR cum Admin Related works for Indian Employees
- Preparation of various kinds of reports
- Costing of Veneer, Plywood, Glue Line
- Handling conversion of currencies
- Arrangement of containers for exports & also coordinate with Hanoi port officials for exports

MEHRA EYTECH PVT. LTD.**FEB- 11 TO OCT- 15****KOLKATA, WB, INDIA****SENIOR ADMINISTRATIVE EXECUTIVE
PROFILE: SALES & SERVICE OF OPHTHALMIC EQUIPMENTS OF TOPCON****DUITES & RESPONSIBILITIES:-**

- ✚ Interacting with internal & external clients maintaining good relations & providing support in the continuity in business
- ✚ Preparing MIS, Debtors & Creditors Reports
- ✚ Arrange conferences, meetings, travel reservations
- ✚ Compose, Type & distribute meeting notes, routine correspondences - drafts, memos & reports
- ✚ Maintain scheduling & event calendars
- ✚ Schedule & confirm appointments for clients
- ✚ Preparation of Offline & Online Tenders, Quotations, AMC & CAMC details for customers
- ✚ Set up & maintain paper & electronic filing systems in records, correspondences & other materials
- ✚ Establish work procedures & schedules
- ✚ Co Ordinate & keep track of daily work of Sales, Service & AMC - CAMC, Preparation of sales & AMC Collection Reports, EMD follow up, Team Work

ROTARY EYE HOSPITAL**DEC - 09 TO FEB- 11****BANSBERIA, WB, INDIA****HOSPITAL ADMINISTRATOR****PROFILE: EYE HOSPITAL OF ROTARY INTERNATIONAL (N.G.O)****DUITES & RESPONSIBILITIES:-**

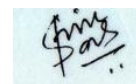
- ♣ Look after whole administration of hospital
- ♣ Manage & organize eye camps
- ♣ Regular check-up of physical cash collections, bank deposits & matching grant sanctions
- ♣ Preparation of FCRA papers
- ♣ Handle purchase & vendor & doctor payments.

I DÉCOR (I) PVT. LTD.**FEB - 08 TO NOV- 09****NEW DELHI, INDIA****MANAGER ADMINISTRATION****PROFILE: IMPORTER & DISTRIBUTOR OF EYEWARES****DUITES & RESPONSIBILITIES:-**

- Handle Accounts & Store
- Handle Imports of Spectacles & Sun glasses
- Handle Internal Audit of Branches
- Handle Orders & collections
- Follow up with customers for outstanding payments throughout India

Summer Training / Projects Completed:-

From	To	Company Details	Place	Details of Project
Apr-07	May-07	Aviva Life Insurance – <i>Sales of Insurance policies</i>	Noida, UP	Competitive analysis of Life Insurance Corporation of India with other insurance players in market about their strategies, functioning, returns & framing of policies etc.
May-07	Jun-07	J K Cement – <i>Manufacture & Sales of White Cement</i>	Udaipur, Rajasthan	Working Capital Management Cycle of the company for the manufacturing process, raw materials, vendor supply & payments. Also the distribution channel sales to customer in local, state & international markets.
Aug-07	Sep-07	Uttar Pradesh Finance Corporation – <i>Loan Financing to SSI Units</i>	Kanpur, UP	Working Capital Loan Financing for the SSI Units of Kanpur, Documentations, Requirements, Modguage Procedures, Processing etc.
Oct-07	Nov-07	Tri Murti Builders – <i>Real Estate Builders</i>	Kanpur, UP	Process of Property Acquisition, Registration, Mutation, How to recognize property marking, valuation of real estates, estimation & budget of construction of residential complexes etc.


(DAS AVIK)**References:-**

Sl. No.	Names	Designations	Organisations	Contact No.
1	Mr Ratan Rajkhowah	President Manufacturing	Century Ply boards	+91 9830019181
2	Mr Mike Oagh	Chairman cum President	Petroleum Association of Nigeria	+234 8033359617
3	Mr Saikat Mukherjee	C.O.O.	GVK Healthcare, Assam	+91 9007854331
4	Madam Sulai	CA, CPA, Gabonese Republic	Compta Services	+241 07173746