

**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](mailto: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.

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

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## 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
<b>Nationality</b>	<b>INDIAN</b>	REPUBLIC OF INDIA
Date of Birth:	05.03.1983	Saturday
Languages Known:	English/Hindi/Bengali	Read, Write & Speak
Passport No.	<b>N4619654</b>	<b>Valid till – 25.11.2025</b>

### 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	<b>PG in Finance &amp; HR</b>	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
	<b>Working Proficiency</b>	
2015	SAP - Product Costing - Only Costing Module	Century Ply Boards (I) Ltd.
	<b>Current Working Base</b>	
	Tally ERP.9	Currently Working

# CAREER SNAPSHOT

**F.S.D. BUILDING MATERIALS PVT. LTD., MUMBAI**  
**JUL – 18 TO TILL DATE**

**KOCHI BRANCH, KERALA**

**BRANCH MANAGER OPERATIONS**

**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****PROFILE: SALES & SERVICE OF OPHTHALMIC EQUIPMENTS OF TOPCON****SENIOR ADMINISTRATIVE EXECUTIVE****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****PROFILE: EYE HOSPITAL OF ROTARY INTERNATIONAL (N.G.O)****HOSPITAL ADMINISTRATOR****DUITES & RESPONSIBILITIES:-**

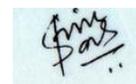
- ♣ Look after whole administration of hospital
- ♣ Manage & organize eye camps
- ♣ Regular check-up of physical cash collections, bank deposits & matching grant sanctions
- ♣ Preparation of FCRA papers
- ♣ Handle purchase & vendor & doctor payments.

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