

ABHISEK DAS



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EDUCATION

Jul 2019 - Jun 2022

Fakir Mohan University, Balasore Odisha

Graduated with a comprehensive understanding of human behavior, cognitive processes, and psychological theories. The program covered various aspects of psychology, including developmental psychology, abnormal psychology, social psychology, and research methodologies. Developed strong analytical and critical thinking skills through coursework and hands-on projects. Gained experience in conducting psychological assessments, analyzing data, and applying psychological principles to real-world situations. Demonstrated academic excellence and a keen interest in understanding and improving mental health and well-being.

12th

Jul 2017 - Jul 2019

NIOS (National Institute of Open Schooling), New Delhi

Senior Secondary (12th) – Arts Stream National Institute of Open Schooling (NIOS) | 2017 - 2019

Successfully completed the 12th grade with a focus on the Arts stream, covering subjects such as History, Political Science, Sociology, and English. Developed a strong foundation in social sciences, critical thinking, and analytical skills. The flexible learning environment of NIOS enhanced self-discipline, time management, and independent study skills. Demonstrated a consistent academic performance and a keen interest in understanding social structures, cultural dynamics, and human behavior.

10th

Feb 2002 - May 2016

Saint Thomas English School, Raurkela Odhisa

Secondary School (10th Grade) Saint Thomas English School | 2002 - 2016

Completed 10th grade with a strong academic foundation across core subjects including Mathematics, Science, English, and Social Studies. Developed essential skills in critical thinking, problem-solving, and effective communication. Demonstrated consistent academic performance and a commitment to learning in a structured and disciplined environment. Participated in various extracurricular activities, fostering teamwork, leadership, and a well-rounded personality.

Experience Details:			
Name of Company	Position	Duration	Site
Utkal Builders Ltd	Assistant Administer in Logistics and supply chain	Apr 2021 - Jul 2022	Bhubaneswar
Puravankar Ltd	Logistics and supply chain Admin	Aug 2022 - Present	Chennai

EMPLOYMENT

Puravankara Limited

Logistics and supply chain Admin

Aug 2022 - Present

Chennai, Tamil Nadu

Highly organized and results-driven Logistics Administrator with 2 years of experience in managing and streamlining logistics operations. Skilled in coordinating transportation, tracking shipments, and maintaining accurate inventory records to ensure smooth and cost-effective supply chain processes. Proficient in logistics software and tools, with a strong ability to analyze data, improve efficiency, and reduce operational costs. Known for excellent problem-solving abilities, attention to detail, and a proactive approach to managing logistics challenges.

Key Skills:

- Supply chain management
- Shipment tracking and coordination
- Inventory control and auditing
- Logistics software proficiency (e.g., SAP, Oracle, WMS)
- Data analysis and reporting
- Key Skills:

1. Leadership and Team Management:

- Ability to lead, motivate, and manage teams effectively.
- Experience in delegating tasks and responsibilities.
- Conflict resolution and problem-solving skills.

2. Resource Allocation and Planning:

- Proficiency in resource planning to ensure optimal manpower utilization.
- Experience in scheduling, workload distribution, and task prioritization.

3. Communication Skills:

- Strong verbal and written communication for coordinating with staff, suppliers, and clients.
- Ability to communicate complex information clearly to diverse teams.

4. Organizational Skills:

- Strong organizational skills to manage multiple tasks and priorities.
- Proficiency in maintaining records, managing documentation, and ensuring compliance with regulations.

5. Time Management:

- Ability to manage time effectively to ensure project deadlines and targets are met.
- Experience in managing multiple projects simultaneously.

Logistics and supply chain asst Admin

Apr 2021 - Jul 2022

Utkal Builders Ltd., Bhubaneswar

In my role as Assistant Supply Chain and Logistics at Utkal Engineers, I am responsible for coordinating and optimizing the movement of goods and materials across multiple supply channels. My key responsibilities include:

- Assisting in procurement, vendor management, and inventory control to ensure efficient operations.
- Supporting logistics planning and execution for timely delivery of raw materials and finished goods.
- Maintaining detailed records of shipments, inventory levels, and orders using ERP systems.
- Collaborating with cross-functional teams including suppliers, warehouse staff, and transport providers to streamline the supply chain process.
- Monitoring and resolving supply chain issues, ensuring smooth workflows and minimizing delays.
- Performing data analysis to improve logistical performance and reduce costs.

SKILLS

Supply Chain Management Understanding and managing the flow of goods and materials from suppliers to customers, ensuring efficiency and cost-effectiveness. Inventory Control Managing stock levels, conducting audits, and ensuring accurate inventory records to avoid shortages or overstock. Shipment Coordination Planning and coordinating the movement of goods, including scheduling deliveries and managing transportation logistics.

LANGUAGES

Hindi

English

Rourkela

PERSONAL DETAIL

Father's Name: Arun Ku Das

Mother's Name: Babina Das

Date of birth: February 3, 1998

Sex: Male

Marital Status: Single

Religion: Hindu

Passport Details: W5513895

Passport Issued on -07/11/2022

CUSTOM SECTION

Declaration: I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place:

Date:

Signature