

ANIRUDDHA DUTTA

E-Mail: aniruddha.1215@rediffmail.com

Mobile: +91- 9836670356/07584927957



CAREER OBJECTIVE: To be a successful professional willing to learn, grow and develop with the Organization.

ACADEMIC QUALIFICATION:

Examination	Name of School\ College	Board and University	Year
EXECUTIVE MBA (LOGISTICS)	India School Of Business Management & Administration	ISBM University	2017
B.Com	Bangabasi Morning College	Calcutta University	2010
Higher Secondary	Garalgacha High School	WBCHSE	2007
Madhyamik	Garalgacha High School	WBBSE	2005

WORKING EXPERIENCE :

Company Name : Panorama Apparels
Duration : 20th July. 2021 to till
Designation : Store And Logistics Manager

Company Name : Flipkart Bagnan(Team Lease, Contract)
Duration : 20th Aug. 2020 to 11th Sept. 2020
Designation : Sr. Operation Executive
Role & Responsibility:

- Inbound Operation
- Outbound Operation

Company Name : Future Group (Darjeeling)
Duration : 24th April 2019 to 24th November 2019
Designation : Warehouse Manager
Role & Responsibility:

- Generating GRN timely.
- Follow up warehouse Hygiene.
- control Store Shrinkage .
- Follow up MRP Variations and Correction.
- Generating Shortage and Damage.
- Coordinate all Departments Manager.
- Follow up FIFO & LIFO Stock.

Company Name : Haldiram Bhujawala Limited.
Duration : 28th May 2018 to 13th April 2019
Designation : Sr. Logistic Executive
Role & Responsibility:

- Coordinate with stores.
- Coordinate with plant for dispatch.
- Monthly MIS report.
- Stock Audit.
- Store Visit.

Company Name : Purti Vanaspati Pvt Ltd. Kalachara, Hooghly
Duration : 5th September 2016 to 20th March 2017
Designation : Assistant
Role & Responsibility:

- Generating Invoice
- Daily Operation Report
- Dispatch Report
- DLR(Daily Lifting Report)
- Generating GRN (Goods Received Note)
- Stock keeping and Updating
- Communicating Transports for Loading
- Packing Plant Report
- R C Permit checking

Company Name : Gati Ltd. Guwahati, Assam

Duration : 6th June 2016 to 30th Augt 2016

Designation : Associate (ECOM)

Role & Responsibility:

- Follow Up and Tracking Goods
- Generating Product Delivery Customer
- Preparing Approval for :
 - Goods Return and Out
 - Docket
 - Product Delivery Customer
- Docket tracking
- Follow up on
 - Customer for Delivery
 - Follow up DIFOT (Delivered In-Full, On-Time)& AIFOT(Achievement In-Full, On-Time)
- On line ENTRY TAX Payment

Company Name :Star Cement Meghalaya Limited, Lumshnong, Meghalaya.

Duration :15th December 2012 to 4th June 2016

Designation :Jr. Assistant(Sales & Distribution)

Role & Responsibility:

- **Data Entry for Daily Loading Details**
- **Data En try for ERP ALLOTMENT**
 - Sales Order to Transporters
 - Gate Pass
 - Truck Placement Memo.
 - Truck weight at weigh bridge (Empty & Loaded)
 - Loading Truck details of packing plant
- **Transactions – Challan cum Invoice Entry**
 - Stock transfer details (UDF)
 - Excise details
- **Dally Report and Others**
 - In & Out Report Daily.
 - Daily Operation Report
 - Dispatch Report
 - Truck Report
 - Challan wise Report
 - Bags Report Daily
 - Packing Plant Report
 - Communicating Transports for Loading
 - RC Permit Checking

Company Name : ICICI Lombard (APJ House, Park Street, Kolkata)

Duration : 24th March 2011 to 3rd October 2011

Designation :Tele Sales Officer.

Role & Responsibility:

- Data Base Calling.
- Target achievement Monthly
- Follow up Customer.
- Handling the Customer.
- Solve the Critical Position.

COMPUTER KNOWLEDGE:

- **Diploma in Basic of Computer** (DOS, Windows XP, MS Word, MS Excel, Power Point Internet & E-Mail)
- **Financial Accounting(ERP 9)**(Acct. Principle Fact, Tally 9, Ex- Nextgen), ERP -9, SAP (MM)

STRENGTHS:

- Able to work in a group as well as independently.
- Self – motivated, Responsible, Dynamic, Hard Working and Punctual.
- I am a learner and can adjust to situations.

PROSONAL DETAILS :

Father's Name : Late Amar Nath Dutta.

Permanent Address :Vill – Barijahatty, P.O. Chanditala, Dist – Hooghly, West Bengal, Pin- 712702

Date of Birth : 17th January, 1987

Gender : Male

Nationality : Indian

Languages Known : Bengali, English and Hindi

Hobbies : Listening to Music

DECLARATION:

I hereby declare that the above mentioned information furnished above is true to the best my Knowledge and belief.

Date :

Place : Dankuni, Hooghly.

AniruddhaDutta