ANIRUDDHA DUTTA

ACADEMIC QUALIFICATION:

Examination

EXECUTIVE MBA

(LOGISTICS)

B.Com

Higher Secondary

Madhyamik

Company Name

Company Name

Company Name

Role & Responsibility:

•

Role & Responsibility:

0 0

0

0

0

0

0

Role & Responsibility:

0

0

0

0

0

Company Name Duration

Designation

Inbound Operation Outbound Operation

Duration

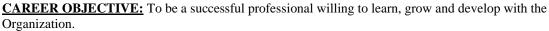
Duration Designation

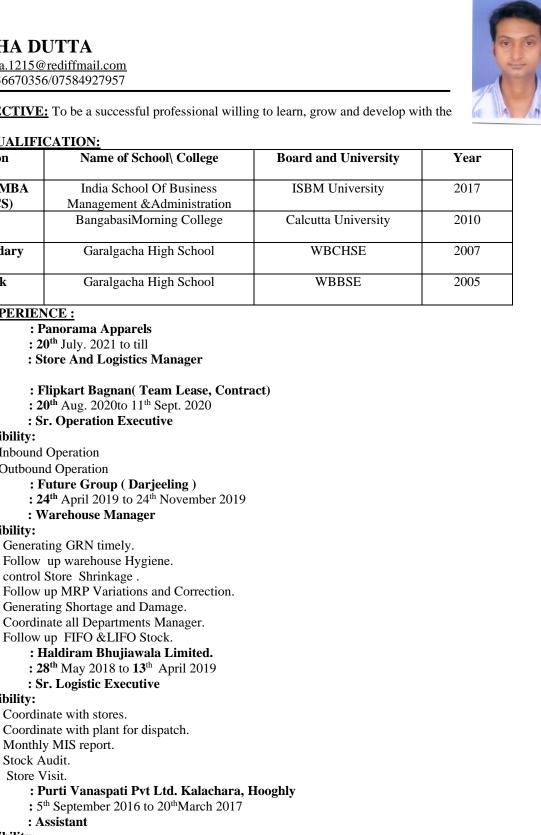
Duration Designation

Designation

WORKING EXPERIENCE :

E-Mail:aniruddha.1215@rediffmail.com Mobile: +91- 9836670356/07584927957





: Assistant Designation **Role & Responsibility:**

Company Name Duration

> Generating Invoice 0

Stock Audit.

Store Visit.

Daily Operation Report 0

Monthly MIS report.

- **Dispatch Report** 0
- DLR(Daily Lifting Report) 0
- Generating GRN (Goods Received Note) 0
- Stock keeping and Updating 0
- Communicating Transports for Loading 0
- Packing Plant Report 0
- R C Permit checking 0

Company Name : Gati Ltd. Guwahati, Assam

: 6th June 2016 to 30thAught 2016

Designation : Associate (ECOM)

Role & Responsibility:

Duration

- Follow Up and Tracking Goods •
- Generating Product Delivery Customer •
- Preparing Approval for : •
 - Goods Return and Out 0
 - Docket 0
 - Product Delivery Customer 0
- Docket tracking
- Follow up on
 - Customer for Delivery 0
 - Follow up DIFOT (Delivered In-Full, On-Time)& AIFOT(Achievement In-Full, On-Time) 0
- On line ENTRY TAX Payment

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

:15th December 2012 to 4th June 2016

Designation :Jr. Assistant(Sales & Distribution)

Role & Responsibility:

Duration

- **Data Entry for Daily Loading Details** •
 - **Data En try for ERP ALLOTMENT**
 - Sales Order to Transporters
 - Gate Pass 0
 - \circ Truck Placement Memo.
 - Truck weight at weigh bridge (Empty & Loaded) \circ
 - Loading Truck details of packing plant 0

Transactions – Challan cum Invoice Entry

- Stock transfer details (UDF) 0
- Excise details 0

Dally Report and Others

- In & Out Report Daily. 0
- **Daily Operation Report** 0
- **Dispatch Report** 0
- 0 Truck Report
- 0 Challan wise Report
- Bags Report Daily 0
- Packing Plant Report 0
- Communicating Transports for Loading 0
- **RC** Permit Checking 0

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

- : 24th March 2011 to 3rd October 2011
- Designation :Tele Sales Officer.

Role & Responsibility:

Company Name

Duration

- 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	: 17 th January, 1987
Gender	: Male
Nationality	: Indian
Languages Known	: Bengali, English and Hindi
Hobbies	: Listening to Music

:

<u>DECLARATION</u>: I hereby declare that the above mentioned information furnished above is true to the best my Knowledge and belief.

Date

Place : Dankuni, Hooghly.

AniruddhaDutta