

**Arindam Das**

**Administration & Operation head with 2.3 years Saudi Arabia & 5 years India Experience**

D.O.B.: 19-Mar-1988

Nationality: Indian

Present Location: India

Hometown: Kolkata, West Bengal, India

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Indian Passport no: M8196704

Driving Licence issued country: India



#### **PROFILE:**

A senior role which involves overseeing the product and provision of services, make sure my organization is running as well as it possibly can, Employee management with a smooth efficient service that meets the expectations and needs of customers and clients

#### **OBJECTIVE:**

Seeking assignments in Infrastructure Management, sales, and operation management with an organization of repute

#### **EDUCATION:**

Graduation; 2009 Bachelor of Computer Application (Hons.); The University of Burdwan (B.U)

12th; 2006 Bansberia High School, West Bengal Council of Higher Secondary Education (W.B.C.H.S.E)

10th; 2004 Bansberia High School West Bengal Board of Secondary Education (W.B.B.S.E.)

#### **LANGUAGES:**

English, Arabic, Hindi & Bengali

#### **SKILLS:**

Administrative support, Business growth, Large Team control, Inventory control, Production line supervision, Employee support, Customer relation, Quick problem solution, Budget control, Sales promotions, Professional Barista, Inventory Management, a Computer expert at the administrative level, Maintain Hygiene, Safety control &, etc.

#### **ADDITIONAL QUALIFICATIONS:**

- IBM course, The Computer Literacy Program from Bansberia High School, Government of West Bengal
- Preventive Awareness training from Sun Academy
- Food department safety (Baladia) training in Jeddah, Saudi Arabia
- Accommodation maintain & People protection training in Riyadh, Saudi Arabia

#### **PROFESSIONAL EXPERIENCE:**

- **Since June 2019 – Feb 2020 Masdar Al-Hayat as Store Manager at Riyadh, Saudi Arabia.**

Responsible for our popular brand's (Tamimi, Fonte) to smooth operation of sales, Supervision of the employee, focus on sales, Inventory management, order placement, Customer problem handling, IT Operation that defines best, smooth and reliable service for employee and occasion time working as a production line (Bakery) in-charge to better output and client satisfaction

**Achievements:** Highest sales & Best operation in Riyadh zone. (2 times awarded)

- **Dec 2017 - June 2019 AL-Amjad Group as Store Supervisor at Jeddah & Taif, Saudi Arabia**

Responsible for our BARN-Café, ATTL & Devon popular brand's, Senior Barista, Trainer, Cash handling, focus on sales, Inventory management, order placement, IT Operation that defines best, smooth and reliable service for employee and client satisfaction

- **Aug 2016 – Nov 2017 with International Smart Technique as IT Operation head**

Govt of India project Khadyasathi east zone technical support, daily & monthly basic report generate, focus on the deadline to complete the project. Cost control of the needed technical product.

- **Nov 2013 - Aug 2016 with PC Care & Solutions as Senior Hardware & Network Engineer**

Authorized service provider for Canon & Fujitsu printer & scanner in Standard Chartered Bank, conducted system administration, routing, OS & Software installation, LAN, WAN, TCP/IP, network configuration. maintenance of AMC, hardware & networking troubleshooting.

- **Dec 2011 – Sep 2013 with Bally Computer Center as Centre-in-Charge**

Government of India's Project "SECC 2011" (Socio-Economic & Caste Census) in Hooghly District at Bansberia (Phase- 1) & Panduah & Boichi (Phase-2) Installed computer peripherals, Router, Modem, and Switch, configuring the network. Installed CENT OS 5.5/6.0 in Server Computer, connect all Tablet into this PC Via Switch, Configuring Internet, SECC Software update in Server PC & tablet, and also to handle the team which has 6 Supervisor & each supervisor has 6 DEO (Data Entry Operator).

**Project back support:** Bharat Electronics Limited (BEL), Electronics Corporation of India Limited (ECIL), Indian Telephone Industry Limited (ITIL), and National Informatics Center (NIC)

**Achievements:** Achieved the West-Bengal topper award in the SECC project and learned how to control large teams.

**THANKS**

Arindam Das