

# **RESUME**

## **AVIK DAS.**

Phone : +91-9748165985

E-mail : avikdas345@gmail.com

### **CAREER OBJECTIVE**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will be helping me to explore myself fully and realize my potential and willing to work at any challenging & creative environment.

### **WORKING EXPERIENCE**

**EMPLOYER:** P. International (From 2019 onwards.)

**DESIGNATION:** Assistant Manager (Inspection & Business Development)

**KEY RESPONSIBILITIES:-**

- Responsible for organizing technical inspection and expediting activities, includes coordination with clients, inspectors and suppliers worldwide.
- Educate inspectors regarding client specifications and organize stage / final inspections as per ITP.
- Expediting the inspection of items of various projects to maintain clients agreed delivery dates.
- Maintain cost work centers and overall database such as inspection cost, vendor and client details for evaluation.
- Review Inspection Reports, documents received from Inspectors and make sure the reports meets client's requirements and follow-up with inspectors/ coordinators for reports in case of any delay.
- **Business Development:** Managing Business Development & Tendering of government business.
- Identification of Tender and Business Development activities Tender planning & Costing.
- Meet/coordinate with potential Government contacts / officials by growing, maintaining, and leveraging existing network.
- Responsible for understanding a prospect's business needs and work with the expert teams to develop a tailored proposal.
- Coordinate internally with pre-sales & delivery team to table a techno-commercial proposal.
- Co-ordinate between customer and company for proper responses to tenders and business. Responsible for submission of timely tender documents.
- Negotiate and close the requirement.
- Coordinate client and delivery team as and when required for on-time delivery.

**EMPLOYER:** W.I.C (From 2016 - 2018)

**DESIGNATION:** Operation Engineer.

**KEY RESPONSIBILITIES:-**

- Assists the Tender Project Manager in translating target price into target costs for each partner and co-operation in ensuring achievements of results.
- Ensuring that the proposal is in conformity with the specification or deviation strategy.
- Organize workflow by assigning responsibilities and preparing schedules.
- Identify issues in efficiency and suggest improvements.
- Enforce strict safety guidelines and company standards.
- Evaluate each station of the manufacturing process to ensure maximum efficiency.

**EMPLOYER:** Condor Power Products Pvt Ltd. (From 2013- 2016)

**DESIGNATION:** Assistant Manager Engineering.

**KEY RESPONSIBILITIES:-**

- Scheduling orders to meet customer delivery expectations.

- Directly supervising hourly production.
- Handling skilled manpower and administration of shop floor.
- Planning, assigning, and directing production work to achieve highest production.
- Addressing employee complaints and resolving any problems.
- Making sure that documentation is in place for audits.

**TECHNICAL SKILLS:-**

- People management and development.
- Inventory management practices, process quality control, supply management, assembly line management..
- Preparing Sample Testing Report and Process Inspection Report.
- Preparing Quality assurance of a lot and process Inspection & Testing Reports etc.

**PERSONAL SKILLS:-**

- Good communication skill & coordinating skill.
- Good initiative level & good in team work/manpower management.
- Ability to learn and implement.

**EDUCATIONAL QUALIFICATION**

CLASS	BOARD/UNIVERSITY	INSTITUTE	YEAR	PERCENTAGE
B.Tech(EE)	W.B.U.T.	G.I.M.T.	2013	7.54(DGPA)
XII STD	W.B.C.H.S.E.	K.H.H.S.	2009	67.8%
X STD	W.B.B.S.E.	B.R.V.	2007	77.375%

**INDUSTRIAL TRAINING**

- Industrial Training at “C.E.S.C. LTD” for substation.
- Industrial Training at “W.B.S.E.T.C.L” for transmission & distribution.
- Industrial Training at “EASTERN RAILWAY” for locomotive equipments maintenance.

**CERTIFICATION**

- Having **Electrical Supervisory License up to 33KV.**

**COMPUTER SKILLS**

- Windows based operating systems.
- MS Office.
- AUTOCAD.

**PERSONAL DETAILS**

Name : Avik Das.  
 Address : Gokulpur, P.O-Kataganj, P.S-Kalyani, Dist-Nadia, Pin-741250 (W.B.).  
 Date of Birth : 28/12/1990.  
 Marital Status : Single.  
 Languages Known : English, Bengali and Hindi.  
 Nationality : Indian.  
 Hobbies : Painting, Singing, Computer Gaming, listening to music.

**DECLARATION**

I hereby declare that the information furnished above are true & correct to the best of my knowledge & belief.

Date:

( AVIK DAS.)