

CURRICULUM VITAE

ACHUTA NANDA RATH

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Objective:

Aspire to work for an organization where there is an opportunity to work in-group of bright professionals which will enable to grow within the organization and as a person, Willing to work as a key player in challenging & creative environment.

Present Experience:

Organization : The Supreme Industries Limited
Duration of Job : 05.10.2015 to Till Date
Place : Khargarpur
Designation : Assistant Manager - Sales Coordinator (Marketing & Logistics)
Reports To : Senior General Manager _ Marketing

Job Profile:

- Coordination i.e. from confirmation of D.O. to delivery of materials for standard products of existing distributor, dealers and scheduled customers.
- Arranging and Follow Up Self Lifting Vehicle to Transport as well as Customer.
- Also Arrange the Vehicle for target Freight by Company.
- Follow up with dispatch department for smoothly dispatch.
- Dispatch Planning through follow up with production and QC department and monitoring of work order execution.
- Order processing, monitoring of pending orders for releasing production programs.
- Coordination with Quality Assurance Department for test certificates and settlement of complaints
- Generation of Reports regarding dispatch details and pending orders through S.A.P.
- Coordination between marketing and plant for all orders for Smoothly Dispatch.
- Responsible for repeated order from distributor and Payment also.
- Report Prepare as Per Requirement of Marketing Department. (Daily Sales Report.

Outstanding Report ETC)

Previous Experience:

Organization : Amara Raja Batteries Limited
Duration of Job : 28.11.2011 to 31.09.2015
Place : Bhubaneswar
Designation : Senior Officer_ Sales Coordinator

Previous Experience:

Organization : Eastman Auto & Power Limited
Duration of Job : (01.10.2010 to till 27.11.2011)
Place : Bhubaneswar
Designation : Warehouse in Charge

Previous Experience:

Organization : Amara Raja Batteries Limited
Duration of Job : October'2005 to September-2010. (Under CFA)
Place : Bhubaneswar
Designation : Warehouse in Charge

Educational Qualification:

- Passed 2yrs Master of Business Administration with specialization marketing from Sikkim Manipal University in the year 2009.
- Passed 3yrs Bachelor Degree of Arts Course from University of Vanja Vihar, Berhampur, and Orissa in the year of 2003.

Professional Qualification:

6 months short term course in Supply Chain Management.

Computer Proficiency

Applications : S.A.P. (in functional area Sales and Distribution), MS Word, MS Excel, MS PowerPoint, Internet Surfing.

Personal Profile:

Name: ACHUTA NANDA RATH

Date of Birth: 06TH Jun 1982

Father's Name: Mr. JOGESH CH. RATH

Sex: Male

Language known: English, Hindi, Bengali & Oriya

Permanent Address: ACHUTA NANDA RATH

S/O. Sri JOGESH CH. RATH

NEAR POLICE STATION,

Surada, Ganjam, Pin – 761108

Declaration:

I do hereby declare that all the statements are furnished above are true to the best of my knowledge & belief.

Date:

Place: Bhubaneswar

SIGNATURE