

# Rajkumar pattanayek



## Summary

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Logistics Executive with strong history of coordinating and distributing materials and goods to meet consumer demand and minimize cost of storing and transporting goods. Excellent analytical, critical-thinking and problem-solving skills to evaluate organization logistical operations and execute methods to improve efficiency.

## Education Details

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- PGDM Supply chain Management from **SYMBIOSISDISTANCE LEARNING** With 59% in 2021.
- Graduation B.SC from **Netaji Open University** with 60.25% in 2014.
- Higher Secondary Education from **WBCHSE** with 63.2% in 2009.
- Board Of secondary Education from **WBBSE** with 61.87% in 2007.

## Skill Highlights

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- Arrival / service level.
- Raw materials & packing materials procurement.
- Selling scrap materials.
- Materials receiving and GRN posting to company's SAP.
- File maintenance all incoming and outgoing materials.
- Vehicle booking through by bidding system.
- Transport management.
- Vehicle planning as per sales order.
- Planning & coordinating with sales team for dispatch.
- Operation Cost analysis.
- Monitoring dispatching of materials/consignments.
- Warehouse maintenance.
- Materials handling.
- Processing of dispatch domestics/exports documents and bills.
- Creating E-way bill as per invoice.
- Stock Maintenance.
- Load factor analysis.
- Uploading data to CRM portal.
- ISO report generation.
- Strong Decision maker.

## Contact

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### Address:

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### Email:

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### LinkedIn:

<https://www.linkedin.com/in/rajkumar-pattanayek-98655490>

### twitter:

<https://twitter.com/JustRajkumar>

## Languages

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**Bengali, English, Hindi.**

## Hobbies

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- Writing poem.
- Playing Cricket
- Photography

## Experience

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- **Operation Associate** - 05/2017 to 10/2019
- **Rivigo Service Pvt Ltd**, Kolkata.
- **Executive Logistics**-10/2019 to Present
- **ArDEX Endura India Pvt Ltd**, Durgapur.

## JOB DESCRIPTION

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- Conducted qualitative and quantitative analysis of logistics operations to pinpoint and correct inefficiencies.
- Managed department inventories to identify unusual activities, excesses and fluctuations.
- Monitored and reported on functional operating costs, notifying management of cost and labor over runs and providing recommendations for resolution.
- Drove warehouse productivity Number by implementing new, more efficient procedures.
- Used Software to keep track of stock levels, transport costs and efficiency.
- Oversaw supply chain operations, inventory management and stock distribution.
- Regular monitoring and analyzing for raw materials and packing materials.
- Supervising people for shifting materials in their perfect location.
- Planning & coordinating with sales team for dispatch.
- Vehicle booking through by bidding system.
- Communication with customer.
- Communication with transporter for incoming vehicle.
- Coordination with transporters for timely and seamless service.
- Loading/Unloading process handles through by labor.
- Making E-way Bill as per Invoice.
- Data upload in Microsoft CRM portal.
- Making ISO report.
- Monthly dispatch report to senior manager.
- Regulars monitoring of production operation.

## Personal Skill

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- Knowledge of SAP SD module.
- Microsoft CRM Portal.
- Logistics Management & dealing with Transporter.
- Warehouse management & audit coordination.
- Communication.
- Team work.
- Leadership.
- Basic Hardware & Networking.
- Photo Editing.

## Personal Details

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Name- Rajkumar Pattanayek.

Fathers Name – Mohan Kumar Pattanayek.

Sex- Male.

Marital Status – Married.

## Declaration

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I declare that the above information is correct to best of my knowledge. I bear the responsibility for the correctness of the above mentioned particulars.

## Signature

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