

ABINASH DEKA

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Mobile No.: - 6002718536



Professional Summary

I have more than 5 years of experience in warehouse. I am eager to learn, I enjoy overcoming challenges, and have a genuine interest in Business Management and making organisations successful. I have dealt with customers' enquiries and complaints over the phone and via email. My customer service and communication skills, combined with my relevant work experience, make me a real asset to any organisation that I work for.

Work History:

April 2022 - Current: Supply Executive:

Asian Paints Limited under Bhagwati Enterprises (C&FA) - Jorhat, Assam

SAP, Ms-Office, Accounts cash handling, Warehouse Communication, Outward Supply with Vendor Management, Data making & analysis, Timely and Correctly Transport delivery MIS. Transport bill checking & forwarding to next level. Managing Export orders and working with freight / Cost forward, also doing rout planning. Clients' issue handling, Etc.

February 2020 - March 2022: Computer Operator:

Asian Paints Limited under Bhagwati Enterprises (C&FA) - Jorhat, Assam

- *Maintained Billing and client accounts. (SAP)*
- *Visibility of on-hand quantity or value by storage location*
- *Manage special stocks, such as sales order or consignment stock.*
- *Stocks updates are made in real time as transactions are entered.*
- *Goods receipt, goods issues, physical stock transfers, and transfer*
- *Take physical stock inventory, control over picking - FIFO, LIFO, large/small quantity strategies for forward picking*

January 2018 - January 2020: Warehouse Supervisor:

Eveready Industries India Ltd. Under Bhagwati Enterprises (C&FA) - Guwahati,

- *Maintained spreadsheets data across multiple systems while preserving exceptional data accuracy.*
- *Generated reports covering details about data, system operation, and monitoring.*
- *E Way Bill Generation, Oracle invoice generate*
- *Materials delivery tracking with Transport.*

Skills:

- Warehouse Operations
- Customer Communication
- SAP, ORACLE, Zoho Books Operate Skill

Language known: - Hindi, English, Assamese

Education :

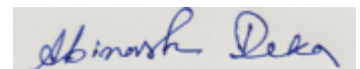
Degree/Diploma	School/Institute	Board/University	Year
BA	Swahid Smriti Mahavidyala , Nalbari	Gauhati University	2015
PGDCA	CEC Institute , Nalbari	CEC	2012

Personal Profile:

Father's Name: Sadananda Deka
Permanent Address 1: - Nalicha, Nalbari, Assam, 781310
Permanent Address 2: - Japorigog, Krishna Nagar, Guwahati-5, Kamrup (M), 781005.
Present Address: - Charingia, Jorhat, State – Assam, 785006
Nationality: - Indian
Religion: - Hinduism
Cast: - General
Date of Birth: - 03-01-1994
Sex: - Male

Declaration: -

I do here by that the statement in the Bio-Data given by me are true, complete and correct to the correct to the best of my knowledge belief. I am aware that in the event of my information by me is found falls at any stage.



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