



AVIK DAS

Influencer – Decision Maker – Strategist – Financial Gatekeeper

Chief Operating Officer (C.O.O.)

18 Years of Varied Operational & PMP Experience (Multi-Tasking Professional)

Certified for Six Sigma Master Black Belt – PMP – Operations – SCM – Logistics – Finance – Mfg. – TPM – TQM - JIT & Others
B Com (Hons) || MBA Finance || MBA HR || Mechanical Engineering || 185 Professional Degrees



Contact: +91.6290 765 743 | Email: 99.avik.das@gmail.com | Location: Kolkata, India

LinkedIn: <https://www.linkedin.com/in/avikdas786/>

Kind Attn: Managing Director Sir / Madam,

Dated

Respected Sir / Mam,

I am writing to express my strong interest in the **Chief Operating Officer (COO) / Director of Operations / VP Operations / Plant Head position** at your esteemed organization. With a background rich in multifaceted management, a diverse skill set, and a proven record of elevating organizational performance, I am excited to offer my expertise to drive the future success of your esteemed company.

My qualifications as a seasoned COO cum AVP Operations are reinforced by a unique combination of education and practical experience. My academic credentials include **Mechanical Engineering with MBA in Finance and HR**, which provides a solid foundation for strategic decision-making. Furthermore, I hold the prestigious **Six Sigma Master Black Belt** certification, demonstrating my dedication to process optimization and performance excellence. Alongside these qualifications, I possess **Diplomas in Operations and Project Management (PMP)**, affirming my commitment to well-rounded leadership.

Some of my functions are jotted as below: -

- **Start Up, Green Field & Brown Field Projects Strategic Leadership, Restructuring**
- **P&L Management, Financial & Stakeholders Management**
- **Business Operations, Revenue / Profit Optimization, Vendor Relationships, Recruiting & Staffing**
- **High Performance Team Building, Leadership & Operational Excellence**
- **Innovation, Growth & Wastage Minimization, Six Sigma, Kaizen, 5S, TPM, TQM, JIT, ISO**
- **Risk Management & Corporate Governance**
- **Communication & Govt. Liaisoning**

In my existing role as COO cum AVP Operations at Nashik Waste Management & Mailhem Environment Pvt Ltd, I successfully led cross-functional teams to achieve operational excellence, reduce costs, and increase revenue. By implementing performance metrics, I improved productivity by 39%, streamlined processes, and enhanced overall efficiency. My team's relentless pursuit of quality and adherence to best practices allowed us to achieve ISO certification and maintain a spotless safety record. I am confident that my diverse expertise and results-driven approach can contribute significantly to achieving and surpassing the company's strategic objectives.

I would welcome the opportunity to discuss how my skills and experiences align with your esteemed organization's vision and goals. Please find my resume attached for your review. I look forward to the possibility of contributing to your continued success as the **Chief Operating Officer / VP Operations / Director of Operations / Plant Head Operations**.

Thank you for considering my application. I am excited about the possibility of joining your team and helping esteemed organization reach new heights.

Sincerely Yours,

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Avik Das



SOFT SKILLS:

- ✓ Mission Focused
- ✓ Excellent Communication Skills
- ✓ Emotional Intelligence
- ✓ Conflict Resolution
- ✓ Negotiation Skills
- ✓ Leadership & Collaboration Skills
- ✓ Time Management Skills (JIT)

HARD SKILLS:

- ✓ Result Driven & Oriented
- ✓ Strategic Planner (Certified)
- ✓ Financial & Commercial Management (Certified)
- ✓ Lean Mfg. - Six Sigma - Kaizen - 5S (Certified)
- ✓ Operational Management (Certified)
- ✓ P&L Responsibility
- ✓ Project Management (PMP Certified)
- ✓ Procurement (Certified)
- ✓ Manpower Planning & Management (Certified)
- ✓ Data Analysis - Costing - Budgeting (Certified)
- ✓ Process Improvements (Certified)

PERSONAL DETAILS:

DOB : 05/03/1983 (40 Yrs.)
Marital Status : Married
Relocation Status : Bachelor Status
Nationality : INDIAN
Religion : HINDU
Languages Known : English, Hindi, Bengali
Notice Period : Immediate Joiner
Passport Details : N4619654
Passport Expiry : 25/11/2025
Current CTC : INR 25 LPA
Expected CTC : Can be Discussed / Negotiable
Hobbies : Travel, Cooking
Current Location : KOLKATA, WB, INDIA
Relocation : PAN WORLD
Professional Certifications : 185 Certifications
Reasons for Change : Salary Unpaid for last 4 months
Basic Qualification : B Com (Hons) | Dip. Mechanical
Father's Name : Sri Arun Kumar Das
Mother's Name : Smt. Sumita Das
Spouse's Name : Mrs. Shreyasi Das Sil
Emergency Contact Details : +91.9831199207

PROFESSIONAL CERTIFICATIONS:

- ✓ Lean Six Sigma Master Black Belt
- ✓ Diploma in Operations Management
- ✓ Diploma in Project Management in Practice (PMP)
- ✓ Advance Diploma in Manufacturing
- ✓ Diploma in Production & Operations
- ✓ Diploma in Manufacturing Strategy
- ✓ Diploma in Toyota Production System (TPS)
- ✓ KAIZEN Approach
- ✓ The 5S System
- ✓ The KANBAN System
- ✓ Overall Equipment Effectiveness (OEE)
- ✓ Risk Management

Introducing as a Commercially & Professionally Driven, Strategic, Loyal, Motivator, Decision Maker, Influencer, Cost Conscious, Industrious, Result Driven & Delegator Professional with wealth of experience and expertise in various areas, including Six Sigma (Black Belt), operational and production process management, client satisfaction, corporate decision-making, financial review, cost reduction, revenue generation, and projects related to Municipal Solid Waste Management, CBG (Compressed Biogas) and CNG (Compressed Natural Gas), as well as EPC (Engineering, Procurement, and Construction) and EPCM (Engineering, Procurement, Construction Management) projects.

As certified Six Sigma Master Black Belt certification and 18 years of industrial exposure, possess advanced skills in process optimization, quality control, and performance improvement. Ability to monitor operational and production processes demonstrates your commitment to maintaining high-quality standards and ensuring client satisfaction. Implementing corporate decisions for efficiency and stability further highlights your strategic thinking and leadership capabilities.

Experience in reviewing financial transactions and identifying cost reduction methodologies showcases your understanding of financial management and proactive approach to maximizing profitability. Additionally, ability to develop opportunities for revenue generation and profits makes me as not only focused on cost-cutting but also on exploring avenues for business growth.

Overall, extensive background suggests as a powerhouse of versatile professional with a strong track record of delivering results across various domains. Your expertise in process optimization, financial management, and project execution would be valuable in driving organizational success and growth. Currently looking for the position as VP Operations / COO / Director of Operations / Plant Head.

PROFESSIONAL EXPOSURE:

NASHIK WASTE MANAGEMENT PVT. LTD. & MAILHEM ENVIRONMENT PVT. LTD. May 2023 - Till Date

Pune, Maharashtra, Republic of India | currently Posted at Kolkata
Associate Vice President cum C.O.O.

(Solid Waste Management – CBG – CNG – EPC – EPCM)

For Nashik Waste Project:-

Operational Oversight | Resource Management (Production – Worker – Vehicle Management) | Compliance Cost Management & Wastage Minimization | Environmental Sustainability | Risk Management | Inventory Performance Metrics & Reporting | Employee Management | Strategic Planning | Procurement & Materials Management | Finance Management | Vendor Management & Clients Relations | P&L Responsibilities | Problem Solving & Decision Making | Facility Management

For Mailhem Environment:-

Project Management | Engineering & Designing | Procurements | Construction Management | Procurement & Materials Management | Accounts & Financial Management | Budgeting & Cost Management | Clients Relations | Inventory Regulatory Compliances | Quality Control & Safety Measures | Budget Management | Risk Management Technology Intrigation | Performance Metrics & Reporting | Team Management | Strategic Planning Problem Solving & Decision Making | P & L Responsibilities | Facility Management

Achievements:-

- Reduced Operational Cost by 15% by proper planning & strategy, JIT.
- Increased work efficiency by 39%
- Upgraded the recovery time from Municipalities for the O&M Payments
- Proper allocation of funds enhanced smooth operations without any hinderances

DELUXE RECYCLING (I) PVT. LTD.

Jan 2023 - Apr 2023

Bangalore, Karnataka, Republic of India

General Manager Operations & Projects

(Plastic Chipboard Manufacturing & Recycling Unit)

Total planning || Flow chart of machine finalization || Flooring & Foundation || PEB Shed & Shuttering || Electrical Cabling & Transformer installation with all electrical connections & factory lighting || Installation of machines || Test Running || Production Quality || Arrangement of labours & technicians || Logistics & Warehousing | Handover of the total project to the organization | Facility Management

Achievements:

- Achievement – Procurement Negotiations resulted 25% CAPEX budget savings & record time completion with 100% success rate.

HILLPLAST INDUSTRIES LIMITED

Apr 2022 - Dec 2022

Nairobi, Kikuyu, Samba, Republic of Kenya

General Manager Operations & Projects

(Plastic Recycling & Injection, Blow Molding, Plywood Manufacturing)

Lean Production & Continuous Improvement | Budget | Finance & Accounts | Procurements | Materials & Store Management | Inventory Management | Vision, Leadership & Directions | Performance Monitoring | Production Planning | Maintenance Management | Staff & Labour Management | Problem Solving & Decision Making | Risk Management | Quality Assurance | Green Field Project Execution | Logistics & Warehousing | P&L Responsibility | Green Field Project Execution | Facility Management

Achievements:

- In summary, my role is multifaceted and requires a combination of leadership, technical expertise, financial acumen, and problem-solving skills. By effectively applying lean production techniques, managing budgets, providing direction, and ensuring execution within budget limits, you play a pivotal role in the success of the manufacturing operations.
- Negotiation skills helped to save 13% of procurement cost, 17% Overhead Costs, 11% New Project CAPEX Budget costs.

- ✓ Diploma in Quality Management (QC)
- ✓ 7 QC Tools
- ✓ Diploma in Fire & Safety
- ✓ Diploma in Cost Accounting
- ✓ Budgeting & Variance Analysis
- ✓ Diploma in Quality Estimation & Cost Analysis
- ✓ Diploma in Managerial Economics
- ✓ Diploma in International Finance
- ✓ Cash & Working Capital
- ✓ Management Accounting – Break Even Analysis
- ✓ Diploma in Supply Chain & 3PL
- ✓ Diploma in Warehousing
- ✓ Diploma in Transport Management
- ✓ Diploma in Marketing Management
- ✓ Diploma in Sales & Distribution Management
- ✓ Sales & Negotiation Skills
- ✓ Diploma in International Business & Trade
- ✓ Diploma in Global Marketing
- ✓ Diploma in Strategic Management
- ✓ Diploma in Leadership
- ✓ Diploma in Communication
- ✓ Certification in Document Controlling
- ✓ Diploma in Organizational Behaviour
- ✓ Diploma in Sustainable Business
- ✓ Diploma in Interpersonal Skills
- ✓ Diploma in Administrative Procedures
- ✓ ISO 9001:2015
- ✓ ISO 14001: 2015
- ✓ ISO 45001: 2018
- ✓ ISO 50001: 2018
- ✓ ISO 26000
- ✓ ISO 31000
- ✓ ISO 31000:2018
- ✓ ISO 37001
- ✓ ISO 37001: 2021
- ✓ ISO 22301
- ✓ ISO 55001
- ✓ Diploma in Decision Making using Financial Statement
- ✓ Certified for Root Cause Analysis
- ✓ Certified for SWOT Analysis
- ✓ Certified for Solid Waste Management Professional
- ✓ Diploma in Environmental Management
- ✓ Advance Diploma in Waste Water Treatment & Recycling
- ✓ Diploma in Business Management & Entrepreneurship
- ✓ BSC – Balanced Score Board – Strategy Management Framework
- ✓ Tally
- ✓ SAP
- ✓ Quick Books
- ✓ SAGE
- ✓ ChatGPT
- ✓ AI Tools
- ✓ MS Office
- ✓ Outlook
- ✓ **TOTAL 185 CERTIFICATIONS COMPLETED**

REFERENCES:

Mr. Saikat Mukherjee

COO – GVK Healthcare, India
Cell: +91.8638232866
Email: saikat223@gmail.com

Mr. Vikram Poddar

Head Commercial – Star Batteries, Nigeria
Cell: +234.7085978275
Email: vikrampoddar72@gmail.com

Mr. Suvasies Ghosh

Zonal Sales Head – Deqor Plywood, India
Cell: +91.9934510544
Email: ghoshsuvasis13@gmail.com

ABBA PLYWOOD INDUSTRIES LTD.

Mar 2019 – Apr 2022

Kannur, Kerala, Republic of India

General Manager Operations cum Plant Head
(Plywood, Blockboard Mfg. – Trading – Timber Imports)

Factory Operations Management | Procurements | Costing & Budgeting | Production Planning | Labour Management | Maintenance Management | Procurement & Stores | Inventory Management | Wastage Management | Management Reporting | Customer Coordination | Financial Management | P&L Management | Auditing & Returns Filing | Transportation Coordination | Complaints Handling | Safety & Compliance | Import Operations | Green Field Project Execution | Facility Management

Achievements:

- Overhead savings of 19% by JIT implementation
- Cost Saving (CAPEX) by 16% by Negotiation Skills
- Timely delivery of Green Field Project
- Quality Project Delivery

FSD BUILDING MATERIALS PVT. LTD.

Jul 2018 – Mar 2019

Kochi, Kerala, Republic of India

Plant Head Operations
(Plywood, Blockboard Mfg. – Trading – Timber Imports)

Factory Operations Management | Procurements | Costing & Budgeting | Production Planning | Labour Management | Maintenance Management | Procurement & Stores | Inventory Management | Wastage Management | Management Reporting | Customer Coordination | Financial Management | P&L Management | Auditing & Returns Filing | Transportation Coordination | Complaints Handling | Safety & Compliance | Import Operations | Brown Field Project Execution | Facility Management

Notable Accomplishment:-

- Revived a closed factory to a fully functional unit, minimized wastage & overhead costs
- Setting up of proper MIS Reporting system.
- Proper arrangement for labours & supervisors for smooth functioning
- Proper arrangement of all needs, logistics
- Good rapport with vendors | Set up of export operations for timber from Colombia, Latin America.

AFRICA VIEW S.A.

Sep 2017 – Jun 2018

Libreville, NKOK, Gabonese Republic, Africa

Plant Head Operations
(Veneer & Plywood Mfg. – Timber Trading – Export Operations)

Total responsible for machine set ups || production planning & reporting || exports || staff & labour management || Cash & Banking activities || Auditing || Tax submissions || Finalization of accounts || Facility Management || P&L Responsibility

Notable Accomplishment:-

- Record time completion of the unit
- Setting up of proper MIS Reporting system, Cost Savings, Curettement of Unnecessary Wastages, Lower Overhead & Operative costs, Proper TPM, TQM, OEE.
- Proper arrangement for labours & supervisors for smooth functioning
- Proper arrangement of all needs, logistics
- Good rapport with GSEZ as well as Auditor for all paper updates.
- Market survey done for opening up of an Aluminium Metal Recycling plant in Nigeria.

SUDIMA INTERNATIONAL PTE. LTD.

Dec 2011 – Sep 2017

Ho Chi Min City, Vietnam

Senior Manager Operations & Finance
(Plywood – Modular Kitchen Components Mfg. – Plywood Mfg. – Timber Trading – Export & Imports)

Accounts & Finance | Costing, Budgeting & Analysis | Inventory Management | Procurement | Materials Management | Administration | Projects | Facility Management

Notable Accomplishment:-

- Record time completion of the Butt Jointed Board Unit (Green Field Project)
- Setting up of proper MIS Reporting system as well as Exports
- Proper arrangement for labours & supervisors for smooth functioning
- Proper arrangement of all needs, logistics

CENTURY PLY BOARDS (I) LTD.

Feb 2008 – Dec 2011

Kolkata / Republic of LAO

Manager Operations & Projects
(Plywood, Veneer Blockboard, Laminates, MDF Mfg.)

Factory Operations Management | Procurements | Costing & Budgeting | Production Planning | Labour Management | Maintenance Management | Procurement & Stores | Inventory Management | Wastage Management | Management Reporting | Customer Coordination | Financial Management | P&L Management | Auditing & Returns Filing | Transportation Coordination | Complaints Handling | Safety & Compliance | Import Operations | Brown Field Project Execution | Facility Management

Notable Accomplishment:-

- Record time project completion with cost effectiveness.
- Setting up of proper MIS Reporting system, Labour Management, Inventory Systems, Export Systems & Production Systems
- Proper Costing & identifying root cause of cost, wastage, usage and proper control over the production with effective cost.
- Proper System for Filing, HR Activities, Cash & Bank details.
- **HANDLED 6 PLANTS TOGETHER FOR FINANCIAL – INVENTORY – PRODUCTION – LABOUR – MESS MGT.**
- **TOTAL MANPOWER MANAGED – 1000 +**

Date:

Place:

Educational Qualification

- B Com Hons
- Diploma in Mechanical Engineering

Professional Qualification: -

- MBA Finance
- MBA HR

Professional Certifications:

Six Sigma

- Fundamentals of 6 Sigma – Six Sigma White Belt
- Learning Lean Six Sigma White Belt
- Diploma in Six Sigma Yellow Belt
- Lean Six Sigma Green Belt
- **Lean Six Sigma Master Black Belt**

Manufacturing, Production, QC

- **Diploma in Manufacturing Business**
- **Diploma in Manufacturing Strategy**
- **Diploma in Toyota Production System (TPS)**
- Diploma in Quality Management
- Advance Diploma in Fundamentals of Manufacturing Processes
- **Toyota Production System (TPS) – Integrated Socio Technical Models**
- Diploma in the Future of Manufacturing Business
- **Diploma in Managerial Economics – Theory of Production & Costs**
- **Diploma in Production & Operational Management**
- Introduction to Production Planning & Control
- Manufacturing Process – Metal Working
- Manufacturing Strategy – Quality Management & Operational Excellence
- **Diploma in Fire Safety**
- **Fire & Safety – Concept, Prevention & Control**
- Machine Safeguarding Principles
- **The Seven Basic Quality Control (7 QC Tools)**
- An Effective Guide to Process Improvement
- **Overall Equipment Effectiveness (OEE) – Operational Productivity**
- **Total Productive Maintenance (TPM) – for Production & Quality Systems**
- Manufacturing Operational Excellence

Entrepreneurship & Leadership

- The Elements of Entrepreneurial Success
- Entrepreneurship, Leadership & Employment
- Master Decision – Making Practices of Fortune 500 Leaders
- Starting up a Business / Social Enterprise – The Stone Soup way
- **Ethical Leadership**
- **Time Management**
- **Diploma in Business Management & Entrepreneurship**
- **Diploma in Entrepreneurship**
- **Diploma in Interpersonal Skills**
- **Diploma in Communication Skills**
- **Diploma in Organizational Behavior**
- **Diploma in Stress Management**
- Public Relations -Optimize System Theory & Stakeholders Management
- Managerial Negotiations at workplace
- SA 8000 – Corporate Social Responsibility (CSR) & Accountability
- Supervision Skills – Managing Groups& Employee Interaction
- **SWOT Analysis – Strategic Planning for Organizations**
- Mastering Influence & Negotiations
- **Diploma in Administrative Processes & Support in Office**
- Advance Diploma in Managerial Skills for Interpersonal Dynamics
- **Corporate Governance**
- **Facility Management**
- Effective Leadership Skills & Strategies
- Understanding & Preventing Sexual Harassment
- **Document Control – From Principal to Practice**
- **Diploma in Alternative Dispute Resolution**
- **Diploma in Leadership & Management Styles**
- **Office Politics – Managing Workplace Power Dynamics**

Operations

- **Diploma in Operational Management**
- Operational Management, Strategy & Product Design
- Product & Operational Management, Project Management
- Operational Risk Management
- Decision Support for Operational Management
- Applied Operational Management – Inventory Models
- Fundamentals of Operational Planning & MRP Systems
- **The 5S System – Lean Methodology on Workplace**
- **The KANBAN System – Lean Scheduling & Management Approach to Just in Time (JIT)**
- **KAIZEN Approach – Lean Methodology for Continuous Improvement**

Projects

- **Diploma in Project Management in Practice (PMP)**
- Diploma in Building Construction Methodology
- Diploma in Certified Associate in Project Management
- Project Management in Practice
- Safety Management in Construction
- Construction Management Procedures
- Basics of Welding & Joining Technologies
- Principles of Industrial Engineering – Forecasting
- **Project Planning & Estimation Techniques**
- Electrical Engineering – Electrical Transformer & Components
- **Per Unit Analysis – Single & 3 Phase Systems**
- **Successful Project Management Planning & Team Effectiveness**

Product Management

- Diploma in Product Management
- Product Strategy – to grow Business
- Strategy of Profitable Pricing

Risk & Strategy Management

- Risk Management – Managing Life cycle Risks
- Introduction to Compliance & Risk Management
- Strategic Management – Implementing & Evaluating Strategy
- **Diploma in Strategic Management**
- Balanced Scoreboard (BSC) – Strategy Management Framework

Public Relations

- Diploma in Public Relations
- Public Relations – Best Practices & Ethics

International Business - Import – Export – Port Management – Sales & Marketing

- **Diploma in International Business & Trade**
- **Diploma in Global Marketing Management**
- **Diploma in Sales & Distribution Management**
- **Diploma in Marketing Management**
- Introduction to Port Management
- Introduction to International Trade
- Pricing & Marketing Mix Models in Marketing Analysis
- International Marketing & SCM
- Chat GPT in Sales
- Strategies for Import & Exports

Retail & Merchandising, Branding

- Retail Management – Marketing & Brand Management
- Introduction to Merchandising
- Retail Marketing – Merchandising, Distribution & Marketing
- Understanding Market Demand, Branding & Communications
- Customer Relationship Management in Business Services
- Building Brand Personality & Customer Loyalty
- Media Planning & Strategy for Advertising
- Customer Growth Strategies for Online Business

Strategy

- Building a Brand Strategy
- Advance Diploma in Business Support System Strategies

Finance & Accounts, Costing & Budgeting

- **Diploma in Financial Management**
- **Diploma in International Finance**
- **Diploma in Cost Accounting**
- **Diploma in Quality Estimation & Cost Analysis**
- **Diploma in Decision Making using Financial Accounting**
- **Fundamentals of Budgeting & Variance Analysis**
- **Cash & Working Capital Management**
- Managing Non-Performing Assets
- Introduction to Venture Capital
- Mastering Financial Statement Analysis
- The Fundamental Principles of Anti Money Laundering
- Financing Energy Projects
- Comprehensive Guide to Google Cloud FinOps

SCM – Logistics – Warehousing – 3PL

- Mastering Supply Chain & Logistics Management
- Transportation System & Modelling Coordination in Supply chain
- Understanding Supply Chain Management
- **Diploma in Transport Management**
- **Diploma in Warehouse Management**
- **Diploma in Supply Chain Management**
- **Fundamentals of Using Six Sigma in Supply Chain**

Inventory Management & Procurements

- **Inventory & Quality Management**
- **Effective Practices of Sourcing, Purchase, Procurement**
- **Purchase Ledger Management**
- A Holistic approach to Inventory Management

Legal

- **Diploma in Legal Studies & Business**
- Legal Office Administration
- **Fundamentals of Commercial Law**
- Commercial & Industrial Law for UK

ISO

- Diploma in ISO Standards – Integrated Management Systems (IMS)
- ISO 9000 QMS Family & Fundamental Principles
- ISO 9001: 2005 QMS Execution & Auditing Techniques
- **ISO 9001: 2015 Quality Management Systems (QMS)**
- **ISO 14001: 2015 Environmental Management Systems (EMS)**
- ISO 14005 Fundamentals of EMS Phased Implementation for SMEs
- ISO 22301 The Fundamentals of Business Continuity & Resilience
- ISO 22301: 2019 Essentials of Business Continuity Management
- ISO 26000 Business Practices for Corporate Social Responsibility
- **ISO 31000 The Fundamentals of Enterprise Risk Management (ERM)**
- ISO 31000: 2018 Enterprise Risk Management Framework for Risk Managers
- ISO 37001 Anti Bribery Management Systems
- ISO 37001: 2021 Principles of Compliance Management Systems
- **ISO 45001: 2018 Principles of Occupational Health & Safety**
- ISO 50001: 2018 Elements of Energy Management Systems (EnMS)
- ISO 55001 Fundamentals of Asset Management Systems (AMS)

Stock Markets

- Day Trading Strategies
- ETF, Index Fund, Mutual Fund Investing
- An Introduction to FOREX Trading

Computers, Software & Internet

- Foundations of MS Excel Dashboard, Data Analysis
- Advanced Excel 2021
- MS Excel 2013 Advanced
- Diploma in MS Outlook 2013 Advance
- Diploma in MS PowerPoint 2013 Advanced
- Advanced Features in MS PowerPoint
- MS Project 2013 Advanced (Excel)
- Diploma in MS Office Access 2013 Advanced
- Complete Guide to MS Access 2021
- ERP & Management
- Oracle ERP Fundamental Concepts & Principles
- Diploma in Quick Books Pro 2017
- Sage 50 Payroll
- Sage 1 Bookkeeping & Accounts
- SAP ERP Logistic Overview
- Procurement in SAP HANA / 4HANA
- Accounts Payable in SAP S / 4 HANA Fiori
- Introduction to SAP S / 4 HANA
- Introduction to SAP Fiori
- MS Teams
- Quill Bolt AI
- The Fundamentals of Chat GPT – AI Language Model

Analysis

- **Root Cause Analysis – Cause, Effect & 5 Why's Diagram**
- **Management Accounting – Break Even Analysis & Accurate Planning**

Waste Management

- **Certified Waste Management Professional**
- Effective Solid Waste Management
- Productivity & Waste Management – Lean & Environmental Perspectives
- **Understanding Environmental Law**
- **Diploma in Sustainable Business**
- **Diploma in Environmental Management**
- **Advance Diploma in Waste Water Treatment & Recycling**
- Business Process Improvement – Waste Reduction

Other Courses

- Detailed learning on the Poultry Farming Management
- Advance Diploma in Forest Management