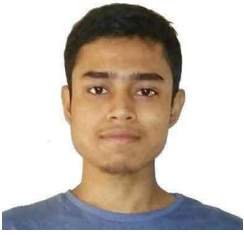




Arka Bhattacharya



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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **SCB Diabetes & Hormone Research Foundation , Kolkata , India** Jan 2016 - Mar 2018
Back Office Executive
 - Produced Monthly Reports using MS-Office Tools
 - Completed Data Entry tasks with accuracy and efficiency.
 - Organized forms , made photocopies, files records and prepared correspondence and reports.
 - Organized Health awareness camps at several locations of the city
- **IL&FS Skills Development Corporation , Beldanga , India** Mar 2018 - Sep 2018
Mobilization Officer
 - Reaching out to youth in the region, sensitizing them about vocational skills, programs being offered, inspiring them to accure new schemes and enrolling them into relevant programs.
 - Making online campaigns in various online platforms.
- **L&T Construction LLC , Odisha, India** Aug 2021 - May 2022
Mechanical Fitter
 - Drawing reading.
 - Taking measurements according to drawing.
 - Cutting
 - Welding
 - Fabricating
- **Standard Carpets Ind LLC , Dubai, UAE** Jun 2022 - Currently working
ERP Operator & Production Planning Assistant
 - Assist in capacity analysis by specific work center.
 - Provides other support to production and management as required
 - Assist in expediting and prioritizing work orders and coordinating and managing daily production schedule meetings
 - Assist in issuing and tracking production orders, ensuring that required material is supplied to the production floor, as according to the production schedule Assists in the analysis of sales order releases with respect to capacity planning and material requirements
 - Assist in setting up daily production entries
 - Enter Purchase Orders for Raw Materials and Dry Storage in an accurate and timely manner
 - Process Receipts for Dry Storage
 - Monitor Critical Inventory Report and place orders for needed Dry Storage items
 - Assist in posting production entries
 - Calculate Labor on daily production reports
 - File, order supplies and perform miscellaneous duties for department
 - Daily production floor walk through

Education

- **West Bengal Board of Secondary Education (WBBSE)** 2012
Secondary Education (10 th)
65%
- **West Bengal Council of Higher Secondary Education (WBCHSE)** 2014
Higher Secondary (10+2)
56%
- **N.S.O.U** 2021
Bachelor of Arts (History) (10+2+3)
82 %
- **NCVT** 2021
ITI Fitter (NSQF Level 5)
87%

Skills

MS-Office. Logistics & Supply Chain Management. Effective report preparation. ERP Operation.
Self Motivated . Deadline driven. Flexible in nature . Filing & data archiving . Multi-Tasking.
Ability to work under pressure. Adaptive to any environment.

Languages

- Bengali
- Hindi
- English

Personal Details

- Nationality : Indian
- Gender : Male

Additional Certifications

- Certificate in Logistics And Supply Chain Management.
- Certificate in Pipe and Structural Fitting.
- Certificate in Desktop Publishing.