

SUPRIYO DAS

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Seeking positions as an Admin & Operations Manager

- A highly skilled professional, with 15+ years of experience in Operations Management, Process Handling, Accounts Management, Client Servicing, Project Management, and Compliance Operations, having long track record of ensuring that the day-to-day operations of a business run smoothly.
- Proactively recommended the centralized processing of Inward and Outward Remittances through Business Process Management Software thereby reducing the processing time as a part of the Lean implementation by the Bank. Able to inspire and motivate teams within an organization, other key competencies include being able to drive continuous improvement process to achieve better cost efficiencies.
- Motivated and goal driven team leader with strong work ethics, continuously striving for improvement coupled with excellent administrative aptitude and the commitment to offer quality work.
- A strong communicator with excellent communication, analytical, problem solving, multi-tasking and interpersonal.

AREAS OF IMPACT

Product Development // Profit Centre Operations // Business Development // Compliances Management // Key Account Management // Production Planning // Manufacturing Operations Management // Service Operations Management // Team Building & Leadership // Strategic Planning & Execution // Client Handling //

PROFESSIONAL EXPERIENCE

Since Feb'15 in ITD Cementation India Limited as an Asst. Technician

Highlights:

- Working from charts, blueprints, manuals, specifications and other written and verbal instructions to the specific trade.
- Using various measuring and electrical instruments applicable to the specific trade.
- Operating and maintaining equipment, machines and tools relevant to trade.
- Performing related duties as required within the scope of this function.
- Building and dismantling test chambers and assisting the technician with running tests.
- Taking stringent quality measures including preparation/maintenance of necessary documents to ensure compliance with standards & customer requirements.

OTHER EXPERIENCE

Jul'10-Dec'14 in Sievert India Pvt Ltd as a Certified Radiographer

Sep'07-Jun'10 with Sujit Sen & Co. as Cheque Pickup Boy

Jan'07-Aug'07 with Tata Indicom as a Sales executive

ACADEMICS & CREDENTIALS

Higher Secondary from West Bengal Council of Higher Secondary Education in 2005
BCA - Online mode from KL University, Vijayawada from July 2021 to Present.

IT FORTE

Well versed in MS Office, Windows 11, 10, 7, 8, XP, Home Basic applications, C Programming, Python Programming, SQL.

PERSONAL DETAILS

Date of Birth: 23rd July, 1987 | **Languages Known:** Bengali, Hindi, and English | **Address:** Hooghly, 712104, India