**ABINASH SAI**

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**CAREER SUMMARY**

* An astute professional having **4.5 years** of experience in Research & Operations profile, currently working with **Apollo India Pvt. Ltd.** as a **Project Associate.**
* Hands on experience on project budgeting, project specific training to leads, control reporting.
* Hands on experience of heavy machinery sales, support & end-to end logistics servicing

**Work Experience & Role**

* **Apollo India Project Associate Kolkata *(from September 2013 to Till date)***
* *Role Operations:*
* Handle operations of air and land carriers troubleshoot all issues of Loading and Final Deliveries.
* Liaise with logistics agencies for competitive rates and services
* Managing technical and delivery team in factory.
* Guiding in preparation of factory SOP.
* Prepare Quotations / Freight Memos / and Issue Invoices.
* Customers support and follow up for smooth transport operations.
* Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination.
* Preparation of MIS reports as needed by management.
* *Role IT Operations:*
* Using **icaffe** software for maintenance & updating of jobs.
* Preparations of documents in Xnview software.
* Using Icegate web portal for air IGM number.
* Doing online air manifestation.
* **Indian Market Research Bureau Project Controller Kolkata**  **- *(from December 12 to August 13)***
* [Manpower](http://www.clicksor.com/) and material management organizing, training and retaining of freelancer teams and checking of language translation in [questionnaire](javascript:void(0);) and stimulus materials used in data collection work.
* Budgeting as per duration, sample size, man power and technology used in the project.
* Executing primary data collection and data quality control and responsible for all field logistics.
* Understanding [project](http://www.clicksor.com/) needs and research tool to be induced.
* Studied different operations pattern of leading national logistics companies and suggested work flow changes to the client. (Maruti and Gati)
* Meeting client and their research team for required gathering on their cost objective.
* Project specific training/briefing to [freelance](javascript:void(0);) interviewers & team leaders (TL).
* Preparing project reports and updates to client research management.

* **Jaypee Equipments Private Limited Manager Operations - Kolkata - *(from July 2010 to November 2012)***
* Providing technical support and service to customers on construction equipment machinery.
* Supervising packing and labeling of cargo for Pan-India delivery, responsible for end to end logistics of heavy equipments (frequency- 20 units/month).
* Proactively seeking out new business opportunities and up selling to the existing customer base.
* Maintaining the company’s focus on after sales service and maintenance.
* Involvement in sales and marketing strategy development.
* Handling meetings with key clients and sending offers to the client.

**ACCOMPLISHMENTS**

* Appreciated by Chairman for leading **icaffe** software training to junior executives.
* Awarded certified research member by IMRB for enhancing and smart work flow generation for DHL Kolkata Zone.
* Senior NCC (Army Wing) cadet officer - ‘C’ certificate holder.
* Officer of National level Camp leading 350 cadets, conducted at Nadia air field, West Bengal.
* State and district level power lifter.

**education**

* 2014-Ongoing Symbiosis Distance Learning Program

PGDBA

* 2007-2010 Calcutta University Kolkata   
   B.Com(Hons.).
* 2005-2007 Loyola High School Kolkata   
  10+2 (Commerce).

**personal Details**

* D.O.B - 16th October 1987
* Gender - Male
* Perm. Address - 39/1 L.N. Motilal Road Behala Kolkata- 700061 (W.B.)