**PRIYARANJAN DAS**

Mobile: 09437944126 🞽 E-Mail:daspriya.1967@gmail.com



**Seeking assignments in ADMINISTRATION, SALES SUPPORT, OPERATIONS and LOGISTICS with a growth oriented organisation -**

**AN OVERVIEW**



* Gained experience for more than 25 years in fmcg trade having good command in operations Management, Administration, Logistics, Co-ordination function with successfully operation of SAP.
* Currently associated with Dabur India Limied as Senior Officer based at Bhubaneswr Branch,Orissa
* Handling entire Sales Accounting function.
* Experience in Sales Support,Administration,Stockist Management, Development of business etc.
* Co-ordinating with internal & External Customers for running successful business operations
* Excellent relationship building & Interpersonal skills

**ORGANISATIONAL SCAN**



**Since July’96: Dabur India Limited, location**

**Growth Path:**

MM’96-MM’05 Sales Assistant

MM’05-MM’08 Supervisor - Sales Support Post

MM’08 – MM’14: Officer

MM ’15 : Senior Officer

**KEY RESULT AREAS:**

**Operations Management**

* Handling Sales Support operations & Logistics functions of the branch.Monitoring overall functions.
* Handling financial operations like total spendings of the brach, looking after the expenses part of FF &

Make sure to keep the same within budget.

* Coordinating / following up with various internal and external departments.
* Preparing MIS reports which includes business, stock, cheque control, credit limits in SAP.

**Sales Accounting & Administration**

* Taking adequate measures to ensure timely payments made to /received from debtors/service dealers.
* Monitoring order processing, credit clearance as per company’s credit policy; scrutinising the vouchers before payment as per the company’s procedure and processes.
* Managing sales, raising of debit/credit notes pertaining to suppliers and customers.
* Handling credit management & control as per the credit policy.
* Monitoring availability of stock, making appropriate arrangements to ensure on time deliveries.
* Looking after destruction part of damaged goods & destructions made at C&Fa point for quick claim processing
* Destruction of SH01 i.e. destructions of saleable goods damaged at C&Fa to ensure no stock to be despatched which are of quality issue.

**Sales & Business Development**

* Ensuring stock availability at beginning of the month
* Review of stockiest credit limit/cheque to avoid any loss of sale
* Co-ordinating with C&Fa for timely dispatch for smooth stock movement
* Order processing to be done on PDP (Permanent Despatch Plan)
* FSSAI/Drug Licence to be updated for tImely billing

**Dealer Management**

Checking of the documents related to finance,market survey report & Logistics

Reports before opening of new stockiest code

Action initiated to start early business after opening new rtgs code

Dealer credit limit & terms to be fixed depending on his business.

Timely settlement of credit note of the stockiest.

Disengagement of stockiest to be done if not work as per norms.

**SYSTEMS RELATED JOBS**

SAP Operations

PULSE HR Related Aap

REACH : SMR related Aap

CRS : Order processing related Aap

MWT : Accounts related Aap

MDM : SSM Appointment/Disengagement

Sugam : Stockist disengagement Aap

Web Analyser : SO/STK/TM/AH Bus details Aap

Console : For punching stockiest damage for settlement

Nivesh : App for claim settlement of stockst

Existing Remuneration : 7.91 lacs PA

Educational Qualification : Completed Graduation in Commerce from Utkal University.

Completed the Diploma in Logistics & Supply Management from Orissa Enterpreneurship Development (Govt.of Orissa)

SIGNIFICANT HIGHLIGHTS:

1. Received award for best support function in the Eastern Zone in the year 2010 followed by the Spot Award for successfully handling new project of Accenture.
2. Received the Award in terms of Best Customer Service in the Entire Eastern Region
3. Handling the business of 25.00 crores of the entire Orissa branch.
4. Handling the branch single handedly with a manpower of 90 persons on direct role & 10 nos on indirect pay roll.

Commenced career with Hotel Prachi (a star venture), location as Personal Assistant to Chief Executive from Oct’94-Jul’96

**PERSONAL DOSSIER**



Residential Address : Plot No. C-107, Subhadra Residential Complex, Sikharchandi, In front of Shiv Mandir, Bhubaneswar, PIN Code-751031, Orissa

Date of Birth 06/05/1967

Linguistic Abilities : English, Hindi, Oriya & Bengali

Reference: DR A K KHILLAR,MME:9853302329

MR SUBASH MISHRA,TM:9439372440