

## CURRICULUM VITAE



**Mr. PRANABJYOTI BANIA**

**Address for communication:**

**C/o JALESWAR BANIA**

Vill:- V.I.P. Segunbari

P.O:- Ghy Airport

Dist:-Kamrup (M)

Pin:- 781015

Cell No. 8638908956 / 9707181760

**[Email-pranabjyotibania@yahoo.com](mailto:pranabjyotibania@yahoo.com) / [pranabjyoti1987bania@gmail.com](mailto:pranabjyoti1987bania@gmail.com)**

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**CAREER OBJECTIVE** To work in 14 Years a professionally managed organization, which can provide me opportunities to utilize my analytical abilities and managerial competence to maximum extent.

Manpower Management

Delivery Management

Vendor /Dealership Development

Budgeting/Costing

Housekeeping Management

Customer Relationship Management

Construction Management

Quality Assurance

Operation/Warehouse Management

Transport Management

### **Presently working**

- **ASST. MANAGER (TRANSPORT/OPERATION) at ROYAL GLOBAL UNIVERSITY**
- Monitoring of day-to-day warehousing/Field operations.
- SOP training and parts & Equipments inventory management training at workshop to sales staff.
- Monitoring of Heavy Transport & Bus Equipments Parts body inspection every day.
- Monitoring of Housekeeping Management.

### **Working Experience:**

- Worked as Officer in Operation section. **(India Motor Parts & Acc. Ltd)**
- Worked as Branch coordinator Operation section. **(Zydus/Cadila Health Care Ltd)**

#### **01. Job profile of India Motor Parts & Acc. Ltd (Asst. Operation officer)**

- Daily report to our DGM
- A team player providing effective mentoring to reportees to develop their skill & capabilities.
- Handling every day in Heavy Duty Transport Equipments Management systems.
- Verifying new accounts & documentation
- Create a new Dealership/Vendor Management
- Handling with Branch Manage the full profile & losses in year on year.
- Handling with New parts & Equipments launch I consider my teams.
- Handling Good purchase & goods inward register for server system (operation).
- Handling client's grievance and acquisition.
- Handling various AMCs for solving customer's queries.
- Handling of depository participant (operation).
- Operating road permit process

## **02. Job Profile of Zydus/Cadila Health care ltd Asst.Manager (Warehouse/Operation/Logistic)**

- Oversee daily warehouse operations, including inbound and outbound shipments, inventory management, and order fulfilment.
- Lead, supervise, and train warehouse staff to ensure productivity, accuracy, and compliance with company policies.
- Monitoring error free processing of invoice orders, processing e-way bills and dispatches according to invoices during pharma industry month end closing.
- Develop and implement efficient warehouse processes and procedures.
- Handling customer quarries & resolves them.
- Ensure compliance with health and safety regulations and promote a safe working environment.
- Maintain inventory accuracy through regular cycle counts, audits, and reconciliations.
- Maintaining all cold-chine division.
- Maintaining all Transport GPS tracking division.
- Collaborate with logistics, procurement, and customer service teams to ensure timely delivery and customer satisfaction.
- Monitor KPIs and generate reports on warehouse performance and improvement opportunities.
- Manage warehouse layout for optimal space utilization and material flow.
- Handle equipment maintenance and coordinate with vendors for repairs as needed.
- Handle with POD document.
- Processing Dealership/Vendor payment.
- Address and resolve issues such as shipping errors, delays, or discrepancies.
- Back office which includes all over branch activities i.e. MIS reporting to HO & ZO bill handling, banking, data entry preparation of measurement matrix & budget.

### **Managing activities:**

- Overall Operation/Logistic/Warehouse sector

### **Employment History:**

- India motor parts & acc. Ltd - from 01.10.2011 to 30.09.2020 (10years)
- Zydus/Cadila Health Care Ltd - from 01.10.2020 to 31.10.2023 (3 years)

### **Educational Qualification:**

- Completed B.A from Guwahati University (G.U.) 2009
- Completed Higher Secondary from Assam Higher Secondary Educational Council (A.H.S.E.C.) 2005
- Completed Matriculation from Secondary Education Board Of Assam (S.E.B.A.) 2003

### **Others Educational qualification:**

- One Year" Advance Diploma in Computer Hardware & Networking" under Govt.of Assam Scheduled Cast Welfare
- Certificate in "Electrical House Holding Repair & Maintenance" in "TRTC Amingaon Industrial Area Guwahati"
- Certificate in MS-Office in Informatics Computer Institute, Maligaon
- Certificate in Typing for English in United Center, Bijoynagar
- Certificate in CNC Machine in CIPET Guwahati.

**Personal Details:**

- Date of Birth :- 30-10-1987
- Marital Status :- Unmarried
- Language Known :- English, Hindi, Bengali and Assamese
- Hobby :- Listening Music, Travelling, Playing Football & Cricket
- Religion :- Hinduism

**The information furnished above is true to the best of my knowledge and belief**

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**PERMANENT/PRESENT ADDRESS:**

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