

Avijit Biswas

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Highly reliable and focused Logistics Specialist with strong record of exemplary customer service and able to work independently with little to no supervision or as a team member. Adept at maintaining and updating multiple high-volume data resources in both paper and electronic forms. Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources. Advanced expertise in reviewing invoices and shipping manifests to ensure full compliance with local customs and international regulations. Track record of identifying redundancies and maximizing resources to streamline operations. Proficient in a variety of logistics and supply management software, both proprietary and commercial.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1992-01-01

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Customer Service, Loading and Stocking, Logistic Support

Total years of experience: 7

Work Experience

textile

KISHORILAL SHYAMSUNDER-Kolkata, West Bengal

Full-time

1 month notice period

August 2023 to Present • Full-time

- **Fabric Inspection:**
 - Conduct thorough visual inspections of incoming fabric to ensure it meets quality standards.
 - Document and report any defects, irregularities, or variations in the fabric.
 - Collaborate with senior staff to make decisions regarding acceptance or rejection of fabric based on inspection results.
- **Quality Control:**
 - Assist in implementing and maintaining quality control processes during production.
 - Monitor production lines to identify and address any issues affecting fabric quality.
 - Work closely with the quality control team to resolve discrepancies and improve overall production quality.
- **Production Planning:**
 - Participate in production planning meetings to understand the production schedule and targets.
 - Coordinate with different departments to ensure timely availability of fabric for production processes.
 - Learn to use production planning tools and systems effectively.

floor incharge

MYNTRA LOGISTICS (MARKET PLACE DEPARTMENT)-Kolkata, West Bengal
October 2020 to April 2023

KOLKATA

(CIN- U74140HR2015FTC055568)

Designation - FLOOR INCHARGE

Tenure Period from OCTOBER 2020 TO APRIL 2023(2YEARS 6 MONTH)

Purpose of the Role:

- Monitored selection and packing of all shipped products.
- Attended staff meetings concerning company policy updates on a regular basis.
- Conducted various equipment safety tests.
- Maintained schedules orders and other data records.
- Performed project analysis tests and recommended solutions as required.

Areas of Responsibilities:

- Update incoming/outgoing shipment, inventory and accounting paperwork daily, carefully checking for discrepancies in arrival times, invoices and revenue
- Create detailed orders based on production needs to ensure all necessary equipment and materials are acquired
- Manage inventory responsibilities for 30,000 square-foot warehouse, including operating forklift to transport heavy products
- Collaborate with vendors and transportation workers to ensure efficient and on-time shipment of all materials

2. GROFERS(BLINKIT) INDIA PRIVATE LIMITED, KOLKATA

(CIN- U74900KA2011PTC061609)

Field Executive at L.M(LAST MILE) Department

LAST MILE-Kolkata, West Bengal
May 2018 to August 2020

2Year 3 Month)

Purpose of the Role:

- Inventory Control Processes & Standards / Procedures Compliance.
- experience is warehouse management
- routing the vehicle as per the load and update the same to SH
- Maintained the hourly report and cost optimization Worked with other departments to meet production schedules.
- Planned deliveries by reviewing production results and orders.

Areas of Responsibilities:

Coordinated with staff regarding relocation and transportation arrangements. Prepared documentation and coordinated transport of resources and materials. Marked and labeled freight; documented, verified, and inventoried cargo; and prepared and submitted report documentation. Maintained accurate records and managed office correspondence.

Operation Executive

Flipkart Logistics Private Limited-Kolkata, WEST BENGAL, IN
September 2015 to March 2018

TENURE PERIOD FROM SEPTEMBER 2015 TO MARCH 2018 (2YEARS 6MONTHS)

Purpose of the Role:

- Assist the Warehouse team in the preparation of the Inbound and Outbound Warehouse schedules
- Pro-actively participate in our Carrier Management programmed to share knowledge and to help ensure KPI metrics are on target.
- Develop and issue Imports operating schedules for warehouse groups
- Managing daily operations through the TMS (Transport Management System)
- Co-ordination and planning of daily/weekly shipments
- Planning and booking carriage through our carrier base
- Maintaining records, filing and general administration duties

Education

Diploma in TOOL AND DIE MAKING

CENTRAL TOOLS ROOMS & TRAINING CENTER(CTTC) KIIT School of Management - Kolkata, WEST BENGAL, IN
2009 to 2013

board of Secondary Education - Kolkata, WEST BENGAL, IN
2009

Skills / IT Skills

- Maintenance
- Microsoft Office
- Communication skills
- Customer service