

AVIK DAS

GENERAL MANAGER OPERATIONS

PLYWOOD & VENEER | TIMBER | RECYCLING | HMS SCRAPS



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Objective: -

Logical, detailed oriented & hardworking professional with 15 years of varied industrial exposure & Post Graduate in Finance & Human Resource & experienced in handling **Factory Operations & Administration, Management, New Project Set Ups & Commercial activities**, currently seeking an opportunity to excel my experience for the betterment of the organization.

Skills: -

- **Plant Operations Management (End to End).**
- HR & IR Management.
- Production Planning.
- Vendor & Creditors Management.
- Procurement, Stores & Inventory Management (Stock).
- **Reporting & MIS.**
- Logistics & SCM.
- Statutory Compliances.
- Quality & Safety Management.
- Team Building & Leadership.
- Financial Reporting.
- **New Project Set Ups.**

Experiences: -

ABBA PLYWOOD, Kerala, India. (MALAYA GROUP PARTNERSHIP)

General Manager Operations, Sep 2021 till date

Core Performance Areas: -

- **Controlling 3** factories at a time.
- **Total factory operations** by the help of Production in Charges.
- Arrangement of all raw materials & logistics supports.
- **Handling total labour** for production with quality.
- Ensure **cost effective production** process.
- Handling total **MIS reporting** in front of managements.
- Handling **collections** & coordinating with customers.
- Working Capital management.
- **Stock valuations** with variance analysis (monthly once).
- **Costing & Budgeting** analysis with variance analysis (Guidance to Accountant).
- Responsible for **P&L** of the factories which is calculated on monthly basis.

Notable Accomplishments: -

1. *Successfully handling 3 factories cost effectively & minimizing unnecessary wastages.*
2. *Increase in productivity in comparison to records is 50% with minimizing breakdown issues.*
3. *Increased monthly sales from 72.5L to 1.25Cr monthly & improvement in product quality.*

MALAYA GROUP, Kerala / Tripura, India

[ISNR RUBBER MFG. PLANT]

General Manager Operations, March 2021 to September 2021

Core Performance Areas: -

- Handling of **entire plant operations for 3 plants** in Agartala, Tripura.
- Handling **total labour & staff management** with **cost effective** production.
- Handling **Govt. Subsidy & Govt. Liaoning**.
- Handling **total official activities, Logistics & SCM, Vendor Management, MIS Reporting, Budgeting & Costing, Stock Management & Working Capital Management**.

Notable Accomplishment: -

1. *Increased daily production of ISNR from 15 Tons to 37 Tons.*
2. *Minimize breakdowns by employing right people.*
3. *Sales Increased from 87L to 1.74Cr & Logistics increased from (2x28T) to (4x28T) per day.*
4. *Completed all government licensing (FAB, Electricity, CGWA, PCB) for new roofing sheet project within 45 days.*
5. *All long pending documentations along with factory vehicle papers are being updated under my leadership.*

KAPITAL PLYWOOD, Kerala / India

General Manager Operations, May 2020 to March 2021.

Core Performance Areas: -

- Took the responsibility for setting up a new plywood manufacturing plant with 2 hot press & completed the project successfully.
- Total planning, projections, costing & budgeting, preparation of flow chart for machines with communicating with machine manufacturers for quotations, analyzing and placing the orders.
- Planning for shed, flooring along with foundations.
- Successfully completed the project with stipulated time and started the plant successfully with total MIS System for production.

Notable Accomplishment: -

1. *Record time project completion with cost effectiveness.*
2. *Setting up of proper MIS Reporting system.*

C.M.C SAS, Colombia, Latin America

Country Head Operations, June 2019 to March 2020

Core Performance Areas: -

- Headed to **set up a new export-oriented organization in Colombia** for export of timber & HMS Scraps.
- Successfully completed all **legal formalities** to run the exports within a period of 90 days.
- **Arrangements of all vendors** for timber & HMS supplies along with proper coordination of containers & shipping agents for customs & clearance.
- **Creating proper reporting system** with proper smooth export operations & also **handling all export documentations.**

KINGDOM PLYWOOD, Kerala, India

Factory Head Operations, July 2018 to June 2019

Core Performance Areas: -

- Total responsibility of **factory operations** includes **production planning, production with quality, arrangement of raw materials, other consumables & resins.**
- Labour & Staff managements.
- Financial & **Stock management with variance analysis, Cash & Bank statements with BRS.**
- Proper **MIS Reporting system, Logistics & SCM with P&L** responsibility for the factory.
- Coordinating with HO for Orders & Working Capital requirements.

AFRICA VIEW S.A. Gabon, Africa

[OKOUME FACE VENEER MFG PLANT]

Factory Head Operations, December 2017 to June 2018

Core Performance Areas: -

- Total responsibility for setting up of a face veneer manufacturing plant (30%) with manufacturing operations of veneer.
- **Production planning as per order, production with quality, arrangement of containers for exports along with export documentations.**
- Responsible for **Floor management, admin, facility management, labour management.**
- Presenting proper **MIS reports to management, with Cash & Bank transactions.**
- **Stock valuations** along with **P&L** on monthly basis, also **submission of TVA taxes** properly & supporting CPA for **finalization of accounts.**
- Handling total procurements, GSEZ coordination for papers, logs, taxes & other matters.

METAL RECYCLING INDUSTRIES, Nigeria, Africa

[SCRAP METAL RECYCLING]

Senior Manager Admin & Finance, Sep 2017 – Dec 2017

Core Performance Areas: -

- **Internal audit for cash & banking** transactions, handling scrap vendor accounts and ensure timely payment.
- **Fund planning, handling accounts payable & receivable.**
- Handling material stores, scrap stocks, production **MIS reporting for 5 branches, submission of various taxes, labour & staff payments, Export documentation,** mess management & procurements.
- Coordination with USA HO for orders as well as stock valuations weekly basis.

SUDIMA INTERNATIONAL, Ho Chi Min, Vietnam

[PLYWOOD & FURNITURE MFG.]

Senior Manager Admin & Finance, December 2011 – September 2017

Core Performance Areas: -

- **Handling petty cash, bank, accounts receivable & payable accounts, MIS** reporting to management, export & VAT ledgers, Stock ledgers.
- **Costing & Budgeting, Export statements, production MIS, factory performance reports, expense reports, handling Red Invoices.**
- **Handling HR & IR matters, total timber import track records (Latin America & Africa), Plywood detailing** for Myanmar Factory.

Manager Admin & Finance, February 2008 – December 2011**Core Performance Areas: -**

- Was a part of a team for setting up of 4 veneer & 2 plywood plant
- Handling total funding, recruitments, cash & bank detailing, Exports.
- Production planning, MIS Reporting, Costing & Budgeting, Stock Valuations.
- Stock Valuations with Variance Analysis
- Handling total Logistics & SCM & centralized purchases.
- Mess management & procurements.

Computer Literacy: -

- ✚ Basics
- ✚ Outlook Express & Email
- ✚ Google Spreadsheets
- ✚ MS Office & Internet
- ✚ Accounting Software – Tally ERP

Personal Details: -

Date of Birth	: 05-03-1983.
Languages Known	: English, Hindi, Bengali.
Relocation Status	: Bachelor Status.
Domains Expertized	: Operations, Admin, Commercial, Project Set Ups, Finance & Accounts (T/B).
Notice Period	: Available immediately.
Graduation	: 2005 St Xavier's College B Com Hons.
Post-Graduation	: 2008 NIILM MBA Finance & HR
Current CTC	: INR 900000.
Expected CTC	: Negotiable & Best to Industry Standards.

References: -

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| 1. | Mr. Ratan Rajkhowah, President Mfg., Century Plywood | +919830019181 |
| 2. | Mr. Saikat Mukherjee, COO, GVK Healthcare | +918638232866 |
| 3. | Mr. Vikram Poddar, Commercial Head, Cabcon Ltd. | +917980622400 |

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