



NAMRATA DAS

Age: 34 Years | Experience: 10 Years



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Versatile officer with 10 years of multi role work experience, possessing leadership qualities, adaptability, mental resilience, and excellence in dynamic environment while maintaining professional composure. Aptitude at problem solving through contingency planning, skilled at resourceful identification of creative and innovative solutions. Adept at strong verbal and written communication skills to articulate persuasively and have penchant to foster productive and harmonious relationships. A keen sports person, pre-disposed to fostering and nurturing goal oriented cohesive team.

PROJECT MANAGER

- Established functional department under SAP/ERP automation. Developed and executed strategic procedures to optimize functionality, trained team to effectively operate in SAP/ERP environment.
- Played pivotal role in managing portfolio of vendors, performance evaluation, vendor lifecycle, contract negotiations with OEMs, employing effective communication and negotiation skills to secure 80 % improved mission capability of formation.
- Part of 25 crores worth procurement project team for Advance Winter Stocking at Leh. Collaborating with cross-functional teams, adhered to strict delivery schedules to achieve 92% expected stocking in forward Line Of Control.
- Accountable for procurement portfolio of public funds of complex government projects with budgets ranging from 60 lakhs to 13 crores across diverse domains, including security, infrastructure, and other confidential initiatives.

SENIOR LOGISTICS OFFICER

- Crucial logistics support to medical facilities at Chandigarh, both Army and civil, during COVID outbreak. Developed effective escalation matrix, ensuring 85 % functionality of critical medical equipment.
- Developed robust forecasting, procurement, availability network and managed inventory of over 10,000 depth to ensure accurate stock levels, minimize shortages and optimize resource allocation ensuring maintaining 92% mission capability and reliability.
- Judicious expenditure and adherence to financial regulations, budgeting public funds for logistics requirements. Conducted internal audits to proactively address potential discrepancies resulting in error-free audits by Comptroller of Defence Accounts.



EDUCATION

- Brand communications, PR and Marketing, Brand Management (MICA, Ahmedabad) 7th Jan 2023
- Certificate program on Global Supply Chain Management, GLOBAL SUPPLY CHAIN MANAGEMENT (INDIAN INSTITUTE OF FOREIGN TRADE, Delhi) 1st Jan 2023 -20th Mar 2023
- BASIC ORDNANCE MANAGEMENT COURSE GRADE A, Logistics (RANI DURGAWATI VISHWAVIDYALAYA, JABALPUR) 17th Jul 2016 -1st Mar 2017
- Diploma, Defence and Strategic Studies (UNIVERSITY OF MADRAS, Chennai) 1st Mar 2012 -1st Mar 2013
- Masters, Criminology and Criminal Justice Administration (UNIVERSITY OF MADRAS, Chennai) 3rd Jan 2009 -3rd Jan 2011
- Bachelors (Honours) , PSYCHOLOGY (GOKHLE MEMORIAL GIRLS COLLEGE, Kolkata) 1st Mar 2006 -1st Mar 2009



CERTIFICATE

- NFNP Certified NLP BASIC PRACTITIONER COURSE (2023)



ACHIEVEMENT

- Football (2000-2006)
- Rowing (2002-2006)
- Convict Study, Vellore central prison, 2011

- Opinion Study On Decriminalization of Sex Workers, 2010
- Published autobiography of a fauji couch, 2017
- Gold medal in Army 10 mtr Air Pistol shooting, 2016
- Internship with State Human Rights Commission and Tamil Nadu State Police



KEY SKILLS

- Leadership, Human Resource Management, Training and Development
- Interpersonal Intelligence, Team Building, Training and Development
- Project management, SCM, Procurement
- Articulate, Persuasive, Effective Speaker
- Creativity, Public Relations, Marketing

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

- Conducted personality development classes, mentored on effective exam strategies, enabling many to pass career augmenting evaluations and 9 individual to clear SSB.
- Delivered impactful seminars and workshops targeted towards pedagogy and andragogy learning, educated on programs aimed at empowering personnel and their families to pursue their aspirations utilizing practical information.
- Coached various multi-cultural intra-Army football and cross country teams utilizing training techniques tailored to each team's specific needs, focusing on skill development, tactical understanding, and physical conditioning, delivering winning results.
- Keen eye for identifying personnel with exceptional expertise, for special taskings like United Nations deployment, Army sports team, recruitment of 200 personnel for depot work at Pathankot. Established strong relationships with key stakeholders, senior leaders to ensure support for advancement of recognized talent.

PUBLIC RELATIONS AND MANAGEMENT

- Built strong interpersonal relationships with vendors and suppliers ensuring operational requirements by timely completion of contracts, delivery of goods to remote locations, resolving bottlenecks negotiating most competitive rates and ensuring cost savings to the exchequer.
- Coordinated dignitary visits, including logistics, protocol adherence and cultural sensitivities. Collaborated with various multicultural departments and units ensuring effective communication and coordination.
- Acted as representative of unit, entrusted with handling numerous high-profile responsibilities at higher HQs. Demonstrated competence in executing assigned tasks and upheld unit's values and standards to external stakeholders.

PREFERRED INDUSTRIES

- Branding and PR
- Marketing/ Digital Marketing
- HR
- Learning and Development
- Project Management
- Logistics
- Hospitality
- Security and Loss Prevention
- Procurement