



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

- Executed strategic procedures to establish functional SAP/ERP department and trained team to effectively adapt to requirement.
- Played pivotal role in managing vendors portfolio, contract negotiations with OEMs, to secure 80 % improved mission capability of formation.
- Collaborated cross-functionally to achieve 92% stocking in Leh, Forward Line Of Control for 25 crore Advance Winter Stocking procurement project.
- 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

- Established escalation matrix and provided vital logistics support to Chandigarh's critical medical facilities, ensuring 85% functionality during COVID outbreak.
- Implemented strong forecasting, procurement, and inventory management for 10,000+ products, maintaining 92% mission capability.
- Ensured compliant budgeting public funds, and conducted error-free audits by Comptroller of Defence Accounts while employing proactively addressing potential discrepancies.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

- Mentored personality development, exam strategies, resulting in career advancement and successful SSB clearances of Army personnel.



EDUCATION

- Advance Certificate, Brand communication and PR (MICA, Ahmedabad) 29th Jun 2023
- Certificate course, Global Supply Chain Management (INDIAN INSTITUTE OF FOREIGN TRADE, Delhi) 20th Mar 2023 -16th Jul 2023
- Diploma , Basic Ordnance Management course (RANI DURGAWATI VISHWAVIDYALAYA, JABALPUR) 17th Jul 2016 -17th Jan 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

- NFNLP 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

- Presented transformative seminars and workshops on pedagogy, andragogy learning, and empowering personnel and families to pursue higher aspirations.
- Coached diverse Army football and cross-country teams, tailored training for skill development, tactical understanding, and winning outcomes
- Identified exceptional personnel for specialized roles (UN deployment, sports teams, recruitment), fostered stakeholder relationships to support talent advancement.

PUBLIC RELATIONS AND MANAGEMENT

- Cultivated vendor relationships, ensuring on-time contract completion, remote delivery, resolving bottlenecks, negotiating competitive rates, and achieving cost savings.
- Orchestrated dignitary visits, coordinating logistics, protocol, and cultural sensitivities, fostering effective communication and coordination among multicultural departments and units.
- Served as delegate, managing high-profile responsibilities at higher HQs, demonstrating competence, and upholding unit's values to external stakeholders.

PREFERRED INDUSTRIES

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

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