



NAMRATA DAS



Age: 34 Years | Experience: 10 Years

Mobile: 7354618101

Email:adhikary.d.namrata@gmail.com



<https://www.linkedin.com/in/namrata-das-2b607551/>



EDUCATION

- Advance Certificate, Brand communication and PR (MICA, Ahmedabad) 2023
- Certificate course, Global Supply Chain Management (INDIAN INSTITUTE OF FOREIGN TRADE, Delhi) 2023 -2023
- Diploma , Basic Ordnance Management course (RANI DURGAWATI VISHWAVIDYALAYA, JABALPUR) 2016 -2017
- Diploma, Defence and Strategic Studies (UNIVERSITY OF MADRAS, Chennai) 2012 -2013
- Masters, Criminology and Criminal Justice Administration (UNIVERSITY OF MADRAS, Chennai) 2009 -2011
- Bachelors (Honours) , PSYCHOLOGY (GOKHLE MEMORIAL GIRLS COLLEGE, Kolkata) 2006 -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

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 AND SENIOR LOGISTICS OFFICER

- 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.
- 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.
- 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.



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

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.