



NAMRATA DAS

Age: 34 Years | Experience: 10 Years

Mobile: 7354618101

Email:adhikary.d.namrata@gmail.com

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

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 sportsperson, pre-disposed to fostering and nurturing goal oriented cohesive team.

SENIOR OPERATIONS AND PROJECT MANAGER

- Played pivotal role collaborating cross-functionally to achieve 92% stocking in Leh, Forward Line of Control for 25 crore Advance Winter Stocking procurement project, managing vendors portfolio and contract negotiations with OEMs.
- Established escalation matrix and provided vital logistics support to Chandigarh's 10 critical medical facilities, ensuring 85% functionality during COVID outbreak.
- Ensured compliant budgeting and pre-emptive audits of public funds (approx. 5 crores), conducting observation free audits in collaboration with Comptroller of Defence Accounts.
- Executed strategic procedures to establish functional SAP/ERP department trained team to effectively operate in SAP/ERP environment.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

- Coached diverse Army football and cross-country teams, tailored training programs for skill development, tactical understanding fetching winning outcomes.
- Mentored many Jawans to ascend career and clear SSB through curated personality development classes and effective exam strategies.
- Empowered personnel and families to peruse higher aspirations through transformative seminars and workshops based on pedagogy, andragogy learning.
- Identified exceptional personnel for specialized roles (UN deployment, sports teams, recruitment), fostered stakeholder relationships to support talent advancement.

PUBLIC RELATIONS AND MANAGEMENT

- Coordinated dignitary visits, including logistics, protocol adherence and cultural sensitivities. Collaborated with various multicultural departments and units ensuring effective communication and coordination.
- Built strong interpersonal relationships with vendors and suppliers ensuring on-time contract completion, remote delivery, resolving bottlenecks, negotiating competitive rates, and ensuring cost savings to the exchequer and secure 80 % improved mission capability of formation.
- Demonstrated competence upholding unit's value to external stakeholders serving as delegate, managing high-profile responsibilities at higher HQs.



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
- Internship with State Human Rights Commission and Tamil Nadu State Police, 2011
- Published 'Autobiography of a fauji couch', 2017
- Gold medal, 10 mtr Air Pistol shooting, 2016



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