



DEBASISH NASKAR

EDP EXECUTIVE (HR & ADMIN), SUPERVISOR

@ naskardebasish1998@gmail.com 6291087185

Debirpara, Howrah, West Bengal

SUMMARY

Results-driven professional with over 5 years of proven success in optimizing daily operations, providing exceptional team support, and delivering effective problem-solving solutions. Recognized for strong communication skills and a steady leadership style that fosters an organized and efficient work environment. Expertise in guiding teams, managing responsibilities, and executing tasks with precision and discipline. Committed to driving company growth, enhancing work quality, and achieving consistent, reliable outcomes.

LANGUAGES

Bengali	Native	●●●●●
Hindi	Proficient	●●●●●
English	Proficient	●●●●●

SKILLS

MS OFFICE (ADVANCE EXCEL) ·
MS WORD · SAP WM (INBOUND) ·
SAP return logistics ·
Experience with Tally ERP 9 ·
Effective team coordination ·
Relationship Management ·
Clerical support expertise ·
Issue resolution. ·
Operational Efficiency Management ·
Logistics coordination ·
Business growth initiatives ·
Workforce optimization ·
Employee Relations & Engagement ·
Inventory Tracking ·
Administrative Support ·
MS POWERPOINT

EXPERIENCE

EDP Executive 09/2023
Bhandari Automobiles Pvt Ltd Howrah, West Bengal

Automobile company

- Supervised PF and ESIC matters, oversaw administration, HR, and admin tasks, manpower handling, and vendor management.
- Negotiated prices and services with customers and vendors to decrease expenses and increase profit.
- Trained and guided team members to maintain high productivity and performance metrics.
- Interviewed, recruited, and trained new onboarding candidates.
- Handled sourcing, interviewing, and smooth joining formalities for new employees.
- Managed HRMS updates, attendance tracking, PF, ESIC, and documentation accuracy.
- Assisted employees with queries, resolved issues, and maintained a positive and compliant HR environment.

Factory Supervisor 07/2022 - 09/2023
PRAMO ENTERPRISES Howrah, West Bengal

Apparel company

- Managing, planning, and monitoring employees and their working conditions.
- Led daily operations, assigned tasks, monitored workflow, and improved team output.
- Identified issues, reduced delays, and improved productivity through continuous process optimization.
- Maintained clear communication with staff, management, and vendors to ensure smooth operations and timely reporting.

Supply Chain Assistant 06/2020 - 07/2022
Reliance Retail Ltd Howrah, West Bengal

Retail company

- Managing the inward and return materials received, shipments, conducting internal audits, and inventoring them, creating challans and e-way bills, and coordinating with transporters for on-time delivery.
- Checking stock for quality and quantity, and making entries in the system.
- Handling goods receipt notes (GRN), stock updates, cycle counts, and reconciliations to maintain 100% accurate inventory records.
- Coordinating with suppliers for material availability, purchase order follow-ups, and efficient supply planning.
- Maintaining daily MIS, stock reports, dispatch logs, and updating ERP and Excel for seamless supply chain tracking.

EDUCATION

B.Com (H) 06/2019

C.U B.Com(H) GPA: 57.66

Higher Secondary 05/2015

W.B.C.H.SE Higher Secondary GPA: 76.6%

Madhyamik 05/2013

W.B.B.SE Madhyamik GPA: 54%