Curriculum Vitae

Arit Kumar Das

 Lead IT Consultant



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Date of Birth 29.01.1972

Nationality Indian

Marital Status Married

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**Professional Summary** : Experienced IT Professional skilled in Digitization Project management

, Business Analysis , Business Applications management, IT Service management in Retail/CPG/FMCG

 Companies ( Sales Automation, SCM, HCM ) along with Customer management ,business communications ,

 documentation , IT Solution planning and execution skills for over 18+ years.

Management skills

* IT Project Management/ implementation
* IT Business Analyst
* IT Business Applications Support
* IT Service Management
* Team management
* Coordination with multiple teams across geographies
* Driving continuous Improvements ,
* Data Analysis and Report Back

Technical skills

* GTM -Newspage , IVY Salesforce Automation
* GTM-DMS-Distribution Management System
* RPA – Robotic Process Automation
* Business Analysis & Requirement gathering
* AS IS, TO BE , BRD documentation
* Solution Designing coordination
* Project Charter
* Project Proposal
* Documentation skill
* Project planning( MS Project)
* Service Desk management
* SQL Query
* Agile , Scrum

Work experience

09/2007 – 07/2020 Lead IT Consultant,

 ITC Infotech India Ltd - <https://www.itcinfotech.com/>

* 1. Business Applications Management ; Project Consultancy & Management; Business Process Analysis :

 Client : Surya Nepal Pvt Ltd , Nepal - <https://www.snpl.com.np/>

 Domain : Retail sales & distribution, HCM

* Project Management of HCM Project – 700 staff, 3 locations
* Played role of Business Analyst along with project coordination
* Prepared AS IS, TO BE Documents , BRD Documents
* Prepared Agreements, TOC , Project Plan
* Ensured completion of Solution Design document
* Ensured IT Infra readiness – DEV , UAT , PROD servers and network
* Prepared Project Plan, Project Charter, Project deliverables , Testing strategy , UAT templates, UAT Test plan,IT Audit docs
* Coordination and communication with multiple stake holders across multiple formats
* Coordination with 15 Business users for Project implementation.
* Adherence in Budget planning and compliance
* Report Back to Senior Managemnt with Dashboard Analytics

1.2 Project coordinator &Business Analyst (Mobile App solution)

 Client : ITC Limited (<https://www.itcportal.com/>), India.

 Domain : Retail Sales & distribution, SCM.

* Mobile based order capture solution – project impelmentation
* Ensured completion of – BRD , Product selection, Agreements, TOC , Solution Design , Project plan, project charter, Test plan, UAT documents , Training , Go Live , Helpdesk support , Hypercare
* Ensured readiness IT Infra – on Premises and Cloud (AWS )
* Achieved STAR PROJECT Award of Excellence
	1. Project Implementation & Business Analyst – Digitization projects (ERP Applications Deployment , Mobile App solution)

 Client : ITC Limited ,Kolkata, India(<https://www.itcportal.com/>)

 Domain : Retail Sales & Distribution, SCM.

* Solution deployment planning and execution – Pan India for following Digitization Projects on Sales Automation
* Sales Order capture solution though mobility for 5000 users (Mobility Project)
* CRM Survey solutions through mobility for 800 Users (Mobility Project)
* Supply Chain Management ERP for Rural Wholesale Dealers - 400 users.
* Invoicing , Inventory , Supply Chain management ERP Solutions for 2000 + Wholesale Distributors .
* Acheived STAR PROJECT Award

07/2004 – 08/2007 IT Senior Executive,

 PepsiCo India Holdings Pvt. Ltd, India <http://www.pepsicoindia.co.in/>

 Domain : Retail , Manufacturing & SCM

* As IT Service Delivery Incharge implemented IT Infrastructure in the PepsiCo Plant.
* Oracle ERP deployment , Exchange Mail server deployment
* Marimba ( Enterprise Security Solutions ) solution across several Units of PepsiCo Frito-Lay Division – Planning , strategy , coordination, solution deployment, customer support
* Trouble shooting of end user IT related issues within SLA.
* Team management - Led a team of 2 peoples – recruitment , training, appraisal, retention.

05/2002 – 06/2004 IT Executive,

 Amway India Enterprises , Kolkata, India

 <https://www.amway.in/>

 Domain : Retail sales

* IT Service management across multiple geo locations of India
* Team management
* Trouble shooting of end user IT related issue within SLA

Education

1997 Post Graduate Diploma in Computer Application(PGDCA),

Regional Computer Centre Calcutta,Govt of India,

 Reward : PG Diploma,

 Course : C,C+, Oracle, VB, SDLC, RDBMS,SQL,Project, Networking etc.

1993 Bachelor of Science (Bachelor),

 University of Calcutta, Govt of India,

 Reward : Degree,

 Course : Physics (minor), Mathematics(minor), Chemistry(major).

Professional Training

2020 Agile , Scrum Fundamentals

 Udemy Certificate

 Course : Agile method, Scrum way of Project mgmt, Scrum Tools

2020 Robotic Process Automation (RPA)

Automation Anywhere.

 Reward : Certificates , Badges

 Course : RPA Business Analyst,RPA Program Manager,Bot Developer

2000 Microsoft Certified Systems Engineer (MCSE)

Microsoft,

 Reward : Certificate,

 Course : Windows Server, LAN/WAN, IP, Networking, IIS etc.

Language skills

 German Advanced,

 English   Business fluent,

                             Hindi   Business fluent,

 Bengali Mother tongue.

Rewards & recognition

* Received Star Project Award for Mobility ( Sales Force Automation ) project at ITC Ltd , Chennai
* Received Long service Award for completing 10 Years at ITC Infotech India Ltd
* Received Star Project Award for DMS ( Distributor Management System ) at ITC Ltd

Interests / Hobbies

  Hobbies  Photography, Travel



India, Dec 2020

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Location, Date Signature