

SUMIT DAS

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PROFESSIONAL SUMMARY

MBA Candidate (Dual Specialization: Logistics & Supply Chain Management and Digital Marketing) with 4+ years of experience in operations, MIS reporting, web design, and data analytics. Delivered 25–40 web projects with 20–35% higher user engagement; improved financial reporting efficiency by 20% and built 10+ dashboards at Indian Oil Corporation. Co-founded two tech ventures. Targeting roles in Supply Chain, Operations, Finance, or Account Management.

CORE SKILLS

Supply Chain & Operations • Sales MIS & Dashboard Preparation • Financial Analysis & Bookkeeping • Advanced Excel & Power BI • Data Analysis (SAP ERP, Tally, Oracle) • Tableau & SAAS Analytics • Pricing & Inventory Strategy • Stakeholder & Client Coordination • Digital Marketing & SEO • Web Design & UI/UX • Project Planning & Execution • Microsoft Office Suite

WORK EXPERIENCE

Account Assistant | Indian Oil Corporation Limited Mar 2024 – Mar 2025

- Optimized financial and MIS reporting using best practices and AI tools, improving reporting efficiency by 20%.
- Created 10+ dashboards to surface actionable insights and supported continuous process improvement initiatives.
- Managed accounts reconciliation, customer account queries, and billing documentation in a large corporate environment.

Advanced Data Analytics Consultant | Ms. Basanti Store Apr 2024 – Present

- Analyzed customer behavior data to identify purchasing segments and preferences, informing targeted promotional strategies.
- Designed and executed engagement initiatives (promotional offers, buy-back guarantees) that increased repeat customer visits and strengthened brand loyalty.
- Aligned customer insights with sales tactics, contributing to measurable overall sales growth and a more personalized shopping experience.

Internship – ERP/SAP Process Support | Kaapro Management Solutions Pvt Ltd Mar 2025 – Sep 2025

- Assisted in process documentation, requirement gathering, and system updates for ERP/SAP workflows.
- Identified workflow gaps and contributed process-improvement ideas in collaboration with supervisors.
- Supported data migration tasks and ensured accuracy of records during system update cycles.
- Prepared internal reports summarizing process observations and recommended efficiency improvements to the team.

Independent Financial Records & Reporting | Freelance / Independent Jan 2023 – Dec 2023

- Independently managed financial records and ledgers for small business clients, ensuring accuracy and compliance with standard bookkeeping practices.
- Prepared structured Excel-based MIS reports and financial summaries, enabling clients to track expenses, revenue, and cash flow.
- Delivered timely, organized accounting documentation that supported client tax preparation and audit readiness.

Freelance Web Designer | Self-Employed Jan 2022 – Present

- Designed and delivered 25–40 responsive websites for startups, SMBs, and personal brands across multiple industries.
- Achieved 20–35% higher user engagement on client websites through modern UI/UX practices, SEO optimization, and mobile responsiveness.
- Maintained 90%+ on-time delivery rate; earned repeat projects and referrals by consistently producing business-driven, scalable solutions.

Admin Assistant | Vantage Info 2025 – 2026

- Led front- and back-end operations; monitored market trends and supported strategic planning to enhance productivity and streamline workflows.
- Coordinated with internal teams and external partners to ensure timely completion of deliverables and smooth cross-functional communication.
- Prepared data-driven reports, analyzed trends, and presented insights to management to support informed decision-making.

Co-Founder & Website Maintainer | MMStorage Feb 2026 – Present

- Co-founded a cloud storage platform offering a free 10 GB tier; led website development, optimisation, and ongoing content management.

- Implemented data-driven UX improvements, strengthening customer acquisition and conversion through an intuitive digital interface.
- Oversaw day-to-day digital operations, inquiry handling, and service coordination to ensure seamless customer experience.

Founder | *Technologiya* Feb 2026 – Present

- Founded a modern technology service brand delivering device, computer, and digital solutions; defined pricing models, service offerings, and customer experience standards.
- Built and launched the company website; leveraged digital marketing and local outreach to generate inbound inquiries and build brand awareness.
- Managed end-to-end operations including client consultation, service delivery, and post-service support to drive long-term customer relationships.

EDUCATION

Master of Business Administration (MBA) – Dual Specialization

Logistics, Material & Supply Chain Management | Digital Marketing • Currently Pursuing (Feb 2026)

Bachelor of Commerce (Hons) – Gauhati University

2019 – 2022 • CGPA: 8.05

Post Graduate Diploma in Computer Applications (PGDCA)

2019 • Grade: A

Higher Secondary (XII) – AHSEC | Commerce Stream

2019 • 70.60%

Matriculation (X) – CBSE | South Point School, Guwahati

2017 • CGPA: 7.8

Diploma in Fine Arts and Crafts – Assam Fine Arts and Crafts Society

2005 – 2015

CERTIFICATIONS & PROJECTS

SEBI Investor Certification Examination • Certificate of Stock Valuation • Valuation with WACC • Index Funds • Mastering Fixed Deposit • Intraday Trading: Part I

Personal AI Assistant – Jarvis (Google Gemini API)

- Built a personal AI assistant using the Google Gemini API, integrating natural language processing to handle task automation and information retrieval.
- Designed custom prompt workflows and tested the assistant across productivity, scheduling, and query-response use cases.

LANGUAGES

English – Fluent | Hindi – Fluent | Bengali – Fluent | Assamese – Fluent | Mandarin – Elementary