

Sudipto Karmakar

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Professional summary

Experienced in Strategy making, Office Administration, Operation and Marketing campaign. Believe in constant value addition to the organization through incremental learning process.

Work experience

Sonargaon Jewellers- **Executive**-1/2021-2/2025

Roles and Responsibility –

Data Management and Analysis :

- Maintain accurate and up-to-date records of sales activities using Excel.
- Generate regular reports and sales forecast to track progress towards sales target ,identify trends ,and provide insight for strategic decision making .

Administration:

- Monitor office supplies and place orders when necessary, maintain office expenses and cost, answering all incoming calls and managing vendor.

I-PAC (Indian Political Action Committee) -**Executive**- 10/2019 -12/2020

Design Marketing campaigns :

- Prepare marketing campaigns for client. To develop these campaigns I use different tools and techniques like Design thinking, SCAMPER techniques, Six Hat thinking .

Develop Strategies:

- Analyse 10 to 15 lakhs of data and extract insight from the data to develop strategies for different target groups. Develop different data models by doing primary and secondary research.

Assist to senior Management :

- Prepare weekly/Monthly report; manage daily calendars, fixing appointments, and travel arrangement for senior executive.
- Coordinate with different stakeholder to resolve issues and improve process.
- Handle incoming calls, email on behalf of senior leaders.
- Support different project ,including tracking deadlines, coordinate with cross functional teams, and managing project deliverables.

General Administration :

- Provide general administrative support to the office, including managing office supplies, equipment, and facilities.
- Coordinate travel arrangements and accommodations for employees when necessary. Assist in organizing company events, meetings, and conferences.
- Manage housekeeping and security services, Manage AMCs of all critical equipment, Prepare and maintain admin related reports, records , and documents .
- Manage cafeteria services, vendor management, invoice booking/submission, transport management, guest management, handle employee relations, addressing queries and concern.

Internship

- **Delhivery.com** –
Job role: a) Prepared daily activity's reports on 8 dispatch centres b) managed all the vendors c) On boarding new vendors.
- **Mother Dairy Calcutta** – Project name: Increasing sales volume by opening new market.
Job role: a) Market survey b) Analysed past data c) Created concrete marketing plan to capture the targeted market.

Key skills

- Strong **Communication ,Negotiation** and **Presentation** skill
- Good at **Administrative work**
- Ability to work in a **team** and **multitask**
- Excellent listening abilities coupled with a **problem solving attitude**
- Experience of using **Microsoft Excel ,PowerPoint**

Academic History

- Institute Of Engineering and Management(2017-2019)
 - **Master of Business Management (MBA);** (Grade- A)
Major- **Marketing** and Minor –**Finance**
- Future Institute of Engineering and Management(2011-2015)
 - **B-Tech in Mechanical Engineering** (Grade – A)
- St. Lawrence High school (2009-2011)
 - Higher Secondary (Grade –B)
- Bidhannagar Municipal School (1999-2009)
 - Secondary (Grade- A)

Declaration

I hereby declare, that all the information furnished previously is true and correct to the best of my knowledge and belief.



Signature