

# SUDIPTA SARKAR

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Highly analytical social sciences graduate with strong work ethic and a passion to work in impact sector. Looking to obtain a position to utilize prior research, data management and academic experience. Offering expertise in research, data curation, analysis, proof reading and making PowerPoint reports.

## EXPERIENCE

### **JANUARY, 2021 – CURRENTLY WORKING ANALYST, AUTO LINK**

- Creating a major impact in the successful functioning of the start up by getting involved in direct client management and building relationships
- Prepared datapoints, presentations and datasets of 1000+ local mental health, disability and wellbeing institutions across USA
- Spearheading the management of client queries for Auto Link on the curated datasets for more than 10 states
- Provided customer research for the client and acted as a single source of information for their sales department
- Validated customer data using tools like Hunter and helped the client with 100 percent client outreach rate
- Showed leadership in taking on miscellaneous tasks from time to time

## EDUCATION

**2016 - 2019**

### **BACHELORS IN POLITICAL SCIENCE, SGND KHALSA COLLEGE, UNIVERSITY OF DELHI**

Studied international relations, political theory, public administration and other qualitative subjects and obtained honors degree with second division.

**2022 – CURRENTLY PURSUING**

### **MASTERS IN HUMAN RIGHTS, JAMIA HAMDARD UNIVERSITY, DELHI**

Studying fundamentals of Human Rights, Criminal Justice System, Policy Structure of the Government, policy adaptation and framework etc.

## SKILLS

- Strong acumen for secondary desk research.
- Proficiency in Excel, PowerPoint and Word.
- Ability to learn things quickly and submit deliverables on time.
- Knowledge of CRM tools and softwares like Mail Chimp etc.
- Data curation and validation
- Ability to lead and take initiative
- English comprehension, speaking and writing proficiency
- Experience in doing proof reading and drafting documents

## INTERNSHIP AND PERSONAL PROJECTS

**JUNE, 2019 – SEPTEMBER, 2019**

**INTERN, EDTERRA ADVENTURES**

Proofreading materials, preparing itineraries and PowerPoint presentations.

**2016 – 2019**

**MUSOC - MUSIC SOCIETY HEAD, SGND KHALSA COLLEGE**

A dedicated professional with 3+ years of experience in leading the cultural team of 10+ members.

**2014 – 2015**

**PRIVATE TUITION SERVICE**

Provided tuition services in the subject of Political Science and Geography to Higher Secondary students

## LANGUAGES

- English (Professional)
- Bengali (Native)
- Hindi (Professional)

## INTERESTS

- Singing
- Volunteer work
- Travelling
- Reading and writing
- Music