

Sandipan Nayak

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Professional Summary

- Highly analytical and results-driven MBA candidate with specialization in Marketing and Finance, offering a strong foundation in business operations, sales support, and customer service. Proven ability to leverage data analysis for strategic insights, optimize organizational growth, and consistently achieve sales targets. Seeking a challenging role within a multinational corporation to contribute to business development and operational excellence.

Core Skills

- MS Excel
- MS Word
- MS PowerPoint
- Data Entry & Reporting
- Customer Support & Sales Operations
- Database Management & KYC Verification

Certifications

- Digital Marketing Course
- Advance Excel Certification Course

Professional Experience

AGIES (STARTEK) – Business Operations & Sales Support (Sep 2020 – Sep 2022)

- Generated revenue through sales and provided customer support for OYO Rooms and lifestyle products.
- Performed accurate data entry, verification, and processing in company systems.
- Generated reports and analyzed data to provide insights for management.
- Maintained and updated databases ensuring data accuracy and integrity.
- Handled CRM applications, customer verification, and KYC compliance.

Education

Degree	Institution	Year	Grade
MBA (Marketing & Finance)	EILLM College / Vidyasagar University	2025	67%
B.Com (Accountancy)	University of Calcutta	2020	58.07%
Higher Secondary (Commerce)	Dreamland School, Delhi Board	2016	63.75%
Secondary (General)	Dreamland School, Delhi Board	2014	62.6%

Projects & Internships

- Project Report Analysis on customer survey 'A perception study of financial adviser on behalf of the JM Financial Service pvt ltd'
- JM Financial Services Pvt Ltd – Internship Project: 'A perception study of financial advisers on behalf of JM Financial Services Pvt Ltd.'
- Report on Industrial Visit to KOLAGHAT THERMAL POWER STATION.
- A DISSERTATION REPORT ON “DISTRIBUTION CHANNEL OF AMUL ICE CREAM”
- PROJECT REPORT ON BUSINESS PLAN DEVELOPMENT “Beyond Fitness Studio”

Achievements

- Awarded RNR Achievement for consistently achieving monthly sales targets.

Languages

- English | Hindi | Bengali

Interests & Activities

- Photography, Traveling, Gaming, Cricket