

# SONALI TALUKDAR

## CONTACT:

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## OBJECTIVE

To support the growth and profitability of an organisation that provides challenge, encourages advancement, and rewards achievement with the opportunity to utilize my substantial experience, skills, and proven abilities and being the best Operations Support Specialist.

## EXPERIENCE

**Operations Manager-02/2023– 07/2023**  
**Sai Educare Private Limited, Jaipur**

### JOB DESCRIPTION- KEY RESPONSIBILITIES

Booking of examination venue across PAN India for conducting online government examinations.

Dividing the project in four zones (east west north and south). Got the opportunity to work with 2 zones (east and South)

Sent a set of team of employees working under me to physically visit and verify the selected venue with the requirements to as laid down in our policy rules which includes verifying all the CCTV camera, checking of proper configurations of the computers/ laptops as per requirement of the clients and submit an eligibility report upon which the venue is booked with an advance money.

Calling up the set of invigilators (from our maintained list) and check their availability on the date of exam, followed by arranging their travel.

Ensuring that adequate numbers of sheets of paper, pencil and all necessary items are available to the students on the date of the examination.

Continuation follow up with our team at the venue ensuring smooth running of the operations during the exam sessions.

Attendance of the examinees along with answers papers are taken properly and submitted to the proper authority.

Ensuring that each and every student appearing for the exams is intimated within adequate time in case of any change in the venue.

Travel expenses, fees payable to the invigilators are checked and forwarded to the accounts team for payment.

**Customer Relation Officer-11/2022-01/2023 (was recruited for someone on maternity leave)**  
**Sunrays Image Technology Private Limited**

**Senior Manager-08/2009-12/2014**  
**Utkal Multistate Credit Cooperative Society Ltd.**

**Unit Manager-01/2008- 07/2009**  
**ICICI Prudential Life Insurance Company**

**PROFESSIONAL QUALIFICATION**

MBA-Sikkim Manipal University, 2010  
Rastra Bhasa Kobid (Rastra Bhasa Samiti, Wardha)-2004  
LLB (Utkal University)-2002

**TECHNICAL QUALIFICATION**

PGDCA- Aptech Limited -2004

**EDUCATION**

Post-Graduation in Psychology, 1999  
G.M. Autonomous College, Sambalpur

**LANGUAGES**

English- Can speak and write  
Hindi- Can speak and write  
Bengali-Can speak and write  
Oriya- Can speak and write

**PERSONAL DETAILS**

Date of Birth: 09/07/1977  
Sex: Female  
Nationality: Indian  
Religion: Hindu  
Marital Status: Married

*Sonali Talukdar*

Signature