

ANKHI BAIDYA

OPERATIONS ASSOCIATE

CONTACT

- 08240617126
- ankhibaidya97@gmail.com
- Kolkata, West Bengal, India

EDUCATION

2019 - 2022

KALYANI UNIVERSITY

- Master of Science in Geography

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Bengali
- Hindi

PROFILE

Highly skilled Operations Associate with a proven track record in optimizing workflows, email management, and website maintenance. Proficient in using Wix, Canva, and Google Workspace tools to enhance operational efficiency. Seeking a challenging role to leverage my expertise in contributing to organizational success.

WORK EXPERIENCE

TERAVARNA

2023 Jan-Present

Operations Assistant

- Managed daily email responses, ensuring timely and effective communication.
- Utilized Wix and Canva for website maintenance and design updates.
- Streamlined workflow management using Google Calendar and Sheets.
- Conducted comprehensive back-end operations, maintaining and updating sheets.

SATnPAPER

2022 Jun - 2022 Dec

Operations Executive

- Excelled in ERP management, ensuring seamless and efficient operations.
- Managed end-to-end student study cycles post-enrollment.
- Consistently delivered high-quality results by diligently following instructions.

PlanetSpark

2022 April - 2022 May

Business Development Manager

- Utilized CRM tools to manage leads and implement communication strategies.
- Conducted cold calling and developed effective lead management techniques.