Sukamal Mondal

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Summary

Dynamic data analyst with a diverse background in web development, virtual assistance, and data entry. Leveraged hands-on experience gained from active involvement in an e-learning platform and agriculture industry to develop and implement innovative solutions for interactive learning experiences and maintain organized records with precision and accuracy. Proficient in front-end and back-end development technologies, including HTML, CSS, JavaScript, and database management. Skilled in creating user-friendly interfaces and optimizing functionality to enhance overall processes. Proven track record in providing efficient administrative support, managing calendars, and streamlining operations as a virtual assistant. Effective communicator with a proactive attitude, dedicated to driving productivity and achieving team goals. Committed to continuous learning and improvement in the ever-evolving field of data analysis.

Experience

Sharpner Tech | Mumbai , Maharashtra
Web Developer remote | 08/2022 - Present

- Developed and maintained a development platform for managing online stores, with a custom in-house CMS, marketing automation, analytics and social media
- Implemented a DevOps methodology for continuous deployment, allowing for multiple developers and business teams to collaborate and release changes simultaneously
- Created a chat website with end to end encryption
- Created a website for the company that included a custom domain, video, product imagery and integrated email marketing
- Created a system for tracking customer orders from receipt to delivery
- Created an expense tracker system which monetize your spending in a single click
- Designed and compiled data for monthly reports that prioritize and track progress on initiatives, such as website performance, digital marketing and social media

Virtual Employee | Kolkata, West Bengal
Virtual Assistant | 09/2022 - 01/2023

- Managed clients' online presence, including social media pages, website updates, and content management.
- Maintained and updated calendars for multiple team members, ensuring efficient scheduling and coordination.
- Conducted data analysis to track website performance metrics and user engagement, providing insights for optimization.
- Responded to client inquiries and emails promptly, providing excellent customer service and support.
- Assisted in the creation and implementation of digital marketing strategies, including content creation and email campaigns.
- Coordinated travel arrangements and accommodations for team members, optimizing travel schedules and budgets.
- Conducted internet research on various topics to gather information for projects and presentations.

Premier Irrigation Adritec | Kolkata, West Bengal
Assistant Clerk | 01/2021 - 08/2022

- Assisted customers with placing orders over the phone, providing excellent customer service and resolving inquiries or concerns.
- Entered and updated customer information and leads into the database accurately and efficiently, ensuring data integrity and completeness.
- Collaborated with team members to understand business processes and procedures, contributing ideas for improvement and efficiency.
- Provided administrative support, including filing documents, organizing records, and managing correspondence.
- Assisted in inventory management tasks, including tracking stock levels and coordinating orders with suppliers.
- Participated in training sessions to enhance knowledge of company products, services, and operational procedures.

Skills

Web Development, Node.js, React.js, JavaScript, Data Analysis, Excel, Customer Service, Client Service, VBA, Database Management, SQL, Docker, AWS, Problem Management

Education

Maulana Abul Kalam Azad University of Technology | Barrackpore, West Bengal
Bachelor's Degree in Computer Science | 07/2020
1. Academic Scholarships: Awarded scholarships based on academic excellence and achievements.
2. Research Projects: Participated in or led research projects, presenting findings at conferences or publishing papers.
3. Hackathon Awards: Won awards or recognition in hackathons for innovative projects or solutions.
4. Coursework: Highlight specific courses where you excelled or completed advanced projects.

Languages

English, Hindi, Bengali