

Sonal Das

Qr.no-L-18/16 new line moubhandar jharkhand . Landmark - SBbi
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Actively looking forward for opportunities in sales and operations.

Experience

- Roihigh (freelance)** 1/04/2024 -
Links manager
Checking backlinks, updating sheets and resolve the links through mail to the source .
- Freelance project** 06/06/2023 - 25/03/2024
QC
Editing Content as per the SOP and guidelines
- Coursehero** 16th sep 2020 - 12th may 2023
Academic writer
Preparing content-related education, assignments, projects dissertations, and presentations. Answered More than 3000+ questions on the platform. Proofreading and editing content to maintain the quality of the content. Attention to detail. Analysis of Data-based content. Performing secondary research was the key task. Preparing curriculum based content as per the SOP and format mentioned by the clients
- Future group** 20th aug 2018 - 20th nov 2018
Operation executive
Preparing to fill reports, and stock reports, including stock inward and stock outward. Preparing supplier's report through lookup.

Onboarding new suppliers and auditing stores to find loopholes in stock movement from stores. Maintaining spaces in warehouses for stock management.
- TCS ion** August 2015 - March 2016
Invigilator and it server manager
Invigilation into different exam centers and screening of the candidates keeping up with the exam process, maintaining the exam server resolving system issues, and doing mock drills before the exams.

Education

- Indian institute of social welfare and business management** 2016-2018
Masters in retail management
78%
- Swami Vivekananda institute of modern science** 2013-2016
Graduation(BBA)
77%

Skills

- Communication
- Leadership
- Critical thinking
- Technical skills
- Team player

- Decision making
- Customer relationship

Projects

- **Consumer behaviour**

Analysing the sales data from promotional events and finding the most prominent product . Used SPSS and excel as a statistical tool to analyse the data . Prepared cluster reports and pivot tables .

Languages

- Hindi
- English
- Bengali

Internship

- **Sales executive (adiya birya -3 months)**

Cross selling , maintaining the conversion ratio . Promoting offers through tellicalling .selling high ticket size products . Customer service and maintaining relationship with customers . Achieved weekly Target thrice in a month .maintaining database .

- **Sales and operation(sastasundar.com)**

Store sales handing, b2b marketing and onboarding of retailers for FMCG products .active participation in multiple promotional events.lewd generation and conversion. Cold calling customers through event promotion .