



# Sudip Kumar Nayak

BACK OFFICE EXECUTIVE

## CONTACT

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📍 Delhi

in <https://www.linkedin.com/in/sudip-kumar-nayak-28aa1762/>

🌐 <https://www.linkedin.com>

## SKILLS

### SOFT SKILLS

• Communication • Ability to Work Under Pressure • Work Ethic • Time Management • Critical Thinking • Positive Attitude • Teamwork

### PROFESSIONAL SKILLS

• Indesign Course : Completed • MS Word, Excel, Power Point • Computer Operator: Expert • Data Entry Operator: Expert • MS Word, MS Excel: Advanced • Dictionary-specific software - Tshwane Lex - at Oxford University Press • Ed-Tech - x

## SUMMARY

I'm a hard-working professional who has been consistently praised as efficient by my co-workers and management. Over the course of my 15-years career, I've developed a skill set directly relevant to the Back Office Executive / Data Entry Operator role, including **Publications**, Education Technology, SEO (Search Engine Optimization) and back office operations. Overall, I have consistently demonstrated teamwork, service and communication abilities in every aspect of my Senior Associate role at Oxford University Press.

## EXPERIENCE

### Senior Associates

#### Oxford University Press *Apr 2016 - 2020*

S No.	Company Name	Position	Working Period
1.	<i>Satarupa Global Dictionaries &amp; Publishing (opc) Private Limited</i>	Data Entry Operator (Freelancer)	Present
2.	Oxford University Press	Data Entry Operator (Freelancer)	Present
3.	Metamorphosis Learning Private Limited (Ed-Tech)	Assessment Operations Executive	March 2022 to Nov. 2022
4.	ARENA	Data Entry Manager	December 2021 - February 2022
5.	Oxford University Press	Senior Associate	<b>03-02-2014 to 30-08 2020</b>
6.	Katha	Computer Operator	<b>14-08-2013 to 12-12-2013</b>
7.	Oxford University Press	Data Entry Operator	28-03-2010 to 31-01-2013

## LANGUAGES

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• English:  
Fare •  
Bengali:  
Native •  
Hindi: Fluent

8.	<b>Raft Infra Private Limited</b>	Computer Operator	2009
9.	<b>Kusum Sales Corporation</b>	Data Entry Operator	2009
10.	<b>ACS (Affiliated Computer Services) Limited</b>	Data Entry Operator	2009
11.	<b>D.I.B (District Intelligence Bureau)</b>	Computer Operator & Other Official Work	2001-2003

## EDUCATION

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### **B.A. Pass**

**Vidyasagar University** 1998 - 2001

### **Higher Secondary**

**Hamilton High School** 1996 - 1998

### **Microsoft Office (Word, Excel, Power Point)**

**Neostar Infotech** 2003 - 2004

### **Adobe Indesign**

**Arena** 2020 - 2021

### **Tshwane Lex**

**Oxford University Press** 2010 - 2010

### **Learnosity Software**

**Metamorphosis Learning Private Limited (Ed-Tech)** 2021 - 2022

## PROJECTS

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### **Code mantra**

**Responsible for final file downloading & uploading** 2016 - 2020

Responsible for final file downloading & uploading. Maintaining data of all the final PDFs for School Division.

### **Digital Work**

**SWF to MP4 file convert** 2016 - 2020

### **Oxford Educate**

**I was responsible for making QA sheet.** 2016 - 2020

### **Bilingual dictionary**

**Data Entry** 2010 - 2020

I was responsible for transerring data or typing the content in T-Lex software. I worked for the projects which are mentioned below :

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|  | <ul style="list-style-type: none"><li>• Mini-English-Hindi Impulse Edition</li><li>• Mini-Bengali Dictionary</li><li>• English-Telegu Compact</li><li>• English-English Odia Dictionary</li><li>• English-English Punjabi Compact</li><li>• English-English-Malayalam</li><li>• User management for Achiever (on-going)</li><li>• English-Hindi Mini Dictionary</li><li>• Bengali data entry for Atlas</li><li>• English-English-Urdu Dictionary</li><li>• English-English-Hindi Compact</li><li>• Vichitra Path</li><li>• Clarendon Shakespeare Series</li><li>• English-English-Hindi (Revised Edition) Dictionary</li><li>• English-English-Marathi Essential Dictionary</li><li>• English-English-Tamil Essential Dictionary</li><li>• English-English-Bengali Dictionary</li><li>• Responsible for typing Dictionary &amp; other books.</li></ul> |
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Declaration

I hereby declare that the information provided here is true to the best of my knowledge.

Place : Delhi

Date : 05/10/2023

Sudip Kumar Nayak  
Signature