SUDESHNA MAITY

Team Leader | Legal Advisor | Business Development | CRM

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CAREER OBJECTIVE

Seeking a challenging opportunity in a professional organization where I can utilize my academic knowledge and 4+ years of experience to contribute effectively towards organizational growth while enhancing my professional skills and career development.

SKILLS

Legal: Legal Research & Drafting, Legal Documentation
Business: Client Relationship Management (CRM), Business Development & Marketing
Professional: Communication, Negotiation, Team Collaboration, Leadership, Problem Solving, Time Management
Tools: MS Office (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

Decodia Design Studio **January 2026 – Present**
Team Leader & Legal Advisor
- Led team operations and client coordination.
- Assisted in legal documentation and agreements.
- Handled client communication and business support.

Goenka Kachave LLP **April 2025 – December 2025**
Business Development Associate (CRM Process)
- Supported CRM and client engagement activities.
- Worked on lead management and client coordination.
- Assisted in business development operations.

SBI Life Insurance **April 2022 – Present**
Agency Role
- Assisted clients with life insurance products and policy-related services.
- Handled customer queries, sales support, and after-sales services.
- Developed communication, negotiation, and client management skills.

INTERNSHIP EXPERIENCE

Indian Oil Corporation Limited (IOCL) **3 Months**
Retail Marketing Intern
- Assisted in retail marketing and customer engagement.
- Observed sales strategies and business operations.
- Supported promotional and marketing activities.

Calcutta High Court **1 Year**
Legal Intern
- Assisted in legal research and documentation.
- Drafted petitions and observed court proceedings.
- Gained practical exposure to litigation processes.

ACADEMIC QUALIFICATIONS

MBA – Marketing, HR **2026**
Haldia Institute of Technology, Haldia – MAKAUT, West Bengal **CGPA: 8.48**
LL.B. – Law **2025**
Haldia Law College, Haldia – Vidyasagar University, Midnapore **67.6%**
B.A. – Three Year **2020**
Sundarban Mahavidyalaya, Kakdwip, WB – University of Calcutta **51.5%**
12th – Arts **2016**
Dakshin Mahendrapur S.B. High School – WBCHSE **81.8%**
10th – Matric **2014**
Nimpith Asram Sarada Vidyamandir For Girls – WBBSE **57.5%**

ADDITIONAL INFORMATION

Languages: Bengali, English, Hindi
Hobbies: Writing Stories, Reading Story Books, Watching News
Strengths: Quick Learner, Adaptable & Responsible, Leadership Ability, Positive Attitude, Strong Interpersonal Skills, Com- munication Skills