

SANDHYABATI RANA

Address: At/Po: Chandannagar, Pattamundai, Dist: Kendrapara, Pin: 754217

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Career Objective

A highly motivated professional and current **MA Economics candidate at Utkal University**. I aim to leverage my versatile skill set in financial operations and academic administration to promote corporate missions and exceed team goals.

Work Experience

Admin Executive | Gitanjali College of Nursing, Bhubaneswar

Feb 2024 – Present

- **Admission Strategy:** Proactively follow up on student data and leads to drive new admissions for the institution.
- **Departmental Operations:** Manage administrative and office operations for **GNM, B.Sc., M.Sc., and P.B.B.Sc.** programs.
- **Admissions Management:** Oversee the end-to-end office operations for new student admissions and onboarding processes.
- **Scholarship Coordination:** Manage scholarship applications, ensuring all documentation meets eligibility criteria for timely submission.
- **University Liaison:** Draft and manage official correspondence with the University, providing clarifications on student examinations and result discrepancies.
- **Regulatory Compliance:** Monitor and implement University circulars to ensure institutional alignment with academic mandates.
- **Audit Readiness:** Serve as the primary point of contact for regular and surprise inspections, maintaining organized and compliant records.

Operation Executive | A.B. Finance (Loan DSA Agency)

Sep 2022 – Feb 2024

- **Business Development:** Proactively follow up on leads and data to generate and convert business for various loan products.
- **Loan Processing:** Managed the lifecycle of loan files by logging applications across multiple Banks and NBFCs.
- **KYC & Documentation:** Collected and verified essential KYC and financial documents to ensure files were compliant for system login.
- **Obligation Resolution:** Proactively followed up on credit obligations or documentation gaps identified by financial institutions.
- **Reporting & MIS:** Maintained MIS data for loan logins and local agent commission tracking to provide clear operational visibility.
- **Client Communication:** Coordinated directly with customers via phone and email to fulfill document requirements against bank obligations.

Educational Qualification

Qualification	Board/University	Year	Percentage
M.A. Economics	Utkal University	2024 – Present	Pursuing
PGDCA	DICE Odisha	2022	80%
+3 Arts (Degree)	Pattamundai College	2021	70%
+2 Arts	Pattamundai College	2017	41%
10th (HSC)	BSE Odisha	2015	65%

Core Strengths

Communication: Strong written and verbal skills in Odia, English, and Hindi.

Technical: Proficient in computer operations, data management (MIS), and PGDCA-certified.

Operational: Quick learner with a focus on punctuality, time-keeping, and process improvement.

Compliance: Experienced in handling formal inspections and regulatory documentation.

Personal Details

Father's Name: Mr. Sunil Kumar Rana

Date of Birth: 08.02.2000

Gender: Female

Marital Status: Unmarried

Languages: Odia, English, Hindi

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Place:

SANDHYABATI RANA