

# Sudipta Sarker

Executive Director | Operations Director

647-544-7072 | [sudiptasarker2616@gmail.com](mailto:sudiptasarker2616@gmail.com) | Ottawa, Ontario

<https://www.linkedin.com/in/sudipta-sarker-5b4a96126/>

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## SUMMARY

Strategic and results-driven operations and business management professional with over 10 years of experience leading administration, human resources support, business operations, stakeholder coordination, and organizational planning across corporate, academic, and international business environments. Brings a strong background in executive support, financial coordination, team leadership, policy administration, and cross-functional collaboration. Well positioned for Executive and Operations opportunities requiring operational oversight, relationship management, strategic execution, and the ability to support organizational growth and governance.

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## EDUCATION/CERTIFICATIONS

Master of Business Administration (Entrepreneurship) | University Canada West | Vancouver | October 2024

Bachelor of Arts in Sociology | Memorial University of Newfoundland | St. John's, Canada | May 2015

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## SKILLS

Executive Leadership | Strategic Planning | Operations Management | Business Development | Human Resources Support | Budget Reporting | Project Coordination | Stakeholder Relations | Board and Executive Reporting | Team Leadership | Event and Program Coordination | Policy Administration | CRM Management | Payroll and Invoicing | Inventory Coordination | Marketing Materials Development | Website Updating | Health and Safety Administration | Microsoft Office Suite | QuickBooks | Multilingual

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## CORE COMPETENCIES

**Executive and Operational Leadership** | Demonstrates the ability to oversee day-to-day operations, align administrative functions with organizational priorities, and support senior leadership with efficient execution of strategic and operational goals.

**Strategic Planning and Coordination** | Experienced in planning initiatives, coordinating projects, and managing multiple priorities while maintaining quality, timelines, and organizational effectiveness across diverse work environments.

**Board and Stakeholder Support** | Brings experience preparing reports, coordinating meetings, and supporting executive council and board-related processes with professionalism, accuracy, and confidentiality.

**Human Resources and Team Development** | Provides strong support in HR administration, employee onboarding, benefits coordination, staff training, and policy interpretation, contributing to stronger teams and smoother internal operations.

**Financial and Administrative Oversight** | Skilled in invoicing, payroll support, budget reporting, records management, and administrative controls that help maintain organized, and efficient business operations.

**Communication and Relationship Management** | Communicates clearly with executives, staff, clients, students, and external stakeholders, with proven strength in presentations, follow-up communication, and relationship building across varied audiences.

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## PROFESSIONAL EXPERIENCE

### **Business Operations Manager** | LWG Architectural Interiors, Ottawa | Oct 2023 – Present

- Managed daily office operations and ensured efficient administrative and operational performance across the organization.
- Supported finance and HR functions and employee-related administrative matters.
- Trained new employees, oversaw office systems, and helped to resolve IT and facility-related issues.
- Assisted executive leadership with marketing materials, website updates, and portfolio maintenance.
- Maintained health and safety policies and supported building security processes.

### **General Manager (Remote)** | M/S. Sarker Brothers, Bangladesh | Oct 2020 – Sep 2023

- Contributed to the management of multiple family-owned distribution and private businesses.
- Strengthened leadership, business administration, and multi-entity operational coordination skills in a complex business environment.

### **Director of Foreign Affairs (Remote)** | Just Thought Education Consultant, Bangladesh | Dec 2022 – May 2023

- Managed international communications and supervised the International Admissions team.
- Supported cross-border coordination and stakeholder communication.

### **Executive Assistant to the President & Research Manager** | SWON Public Affairs, Ontario Jul 2022 – Oct 2022

- Executive support to President, ensured timely update of executive functions.
- Resource Development: maintained and enhanced CRM systems for accurate database tracking and client activity reporting. Created monthly reports and newsletters. Updated the company website.

### **Operations Coordinator to the Director of Operations** | St. Augustine's Seminary | Aug 2017 – Aug 2020

- Provided operational support to multiple departments to ensure effective day-to-day functionality.
- Analyzed and prepared reports for ATS, Board of Governors, and executive council meetings.
- Administered employee benefits and assisted with HR policy interpretation and application.

### **Administrative Assistant** | IS2 Workforce Solution | Dec 2016 – Jul 2017

- Maintained records, proofread correspondence and supported research and business development.
- Scheduled meetings, coordinated communications, answered inquiries, and facilitated conference calls.
- Helped manage the internal flow of information and administrative processes across departments.

### **Accountant / HR Assistant / Recruiting Specialist | Advance Human Resources** | Sept. 2015 – Nov. 2016

- Supported staffing operations by dispatching employees to meet client workforce needs.
- Processed payroll, invoices, cash transactions, and cheque issuance for employees and stakeholders.
- Assisted with marketing initiatives, incoming communications, and meeting documentation.

### **Human Resource Advisor** | Northgate Arinso | Jan 2015 – May 2015

- Provided guidance on employee benefits and supported HR business solutions through technology, outsourcing, and consulting services.
- Processed payroll and pensions while supporting employee service delivery.

### **International Student Liaison** | Scholarships & Awards Office, Memorial University | May 2012 – Dec 2014

- Performed administrative support, scholarship data entry, and records management using Oracle software.
- Communicated with students and promoted scholarship opportunities across the campus community.

### **Public Relations and Assistant Communications Coordinator** | School of Social Work, Memorial University June 2013 – Sept. 2014

- Proofread and co-edited articles supported writing for local publications, and researched topics for publication content.