

Curriculum Vitae

Personal Information

Name : Sharmila Biswas

Age : 35 Years

Marital Status : Unmarried

Residence : Palam, South-West Delhi

Phone : 9971385523

Email : contact.sbiswas@gmail.com

Work Experience

- Work Break : 2017 – Present (8 Years)

Health related problems

- Assistant Manager-Ecommerce : 2017 (Computer Avenues Pvt. Ltd.)

Product listing, content writing and social-media marketing for an ecommerce portal.

Salary : Rs. 17,500 Per Month

- Executive-Academic Support : 2016 (Space Technology and Education Pvt. Ltd.)

Educational event coordination with various schools including documentation and inventory/personnel management.

Salary : Rs. 18,800 Per Month

- Office Assistant : 2012 – 2015 (2+ Years) (Scube Scientific Software Solutions Pvt. Ltd.)

Database management, event coordination, content writing, travelling arrangement and mail handling.

Salary : Rs. 16,500 Per Month

Education

Bachelor of Business Studies, Deen Dayal Upadhyay College,
University of Delhi, 2011
