

CURRICULUM VITAE (CV) OF ANWESHA BISWAS (April, 2020)

Name: Anwisha Biswas

Date of birth: 09th May, 1990

Gender / Marital status: Female / unmarried

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Introduction: I'm Anwisha Biswas from Barasat, recently completed masters from Vidyasagar University in Environmental Science. I always love Virtual Assistant services and computer applications Freelancing jobs so much. I'm expertised in Medical Interpretation, Data Analyst, Project Management, Virtual Assistance, Telecommunications, Telesales, Translation, Network Administration, Transcription, Proofreading, HTML5, Data Entry, Email Marketing, Email Merging, Wordpress, Microsoft Office, Microsoft Excel, Microsoft PowerPoint, MS - Dos, Ad Posting, Coding, Annotation, Copywriting and also expertised in Password Resets via Active Directory, Microsoft Server, VPN Installation and Setup, Email Troubleshooting, and Software Applications. I'm expertised in networking, switches, wireless, email, Microsoft Office, printers, firewalls - many other aspects of PC\Help Desk Support and strong Microsoft based operating systems also and I have an excellent expertise in Java and MS office Spreadsheet project works. I can definitely give excellent performance if you give me a chance to work for your company. I can provide your company an excellent Service if you give me a chance to prove my skills and show my devotional work. Thanks.

Working Experience: Worked as a Business Development Executive Company for 7 Months in BYJU's and Sales Associate in WhiteHat Jr. Company for 5 Months and also worked professionally as private Tutor for kids and taught English, Bengali, Biology and Environmental Science at home and online. I also worked as Diamond Merchandiser And Diamond Broker for Delhi, Mumbai, Surat and Jaipur's Diamond Businessmans. I also worked as a professional Translator and Transcriber for different companies like more than 8 years. I also worked as a Telesales specialist and Virtual Assistant for different companies in India. I have also worked as a professional Interpreter for different companies like Jeenie, Glocco etc. like more than 8 years and I have also worked as a professional Medical Interpreter for different companies like Jeenie, Glocco etc. like more than 8 years. I'm also a professional certified Medical Interpreter certified by Pro.Z Company. I have also worked as a professional Project Manager for different clients in Truelancer like more than 9 years and I have worked as a professional Data Analyst like more than 6 years for Freelancer Company.

Educational qualification:

- (a) Passed Madhyamik (10th standard) Exam under WBBSE 2006 with 62% marks.
- (b) Passed Higher Secondary Examination (10 + 2) under WBCHSE in 2008 with 65% marks with languages (Bengali- First language and English Second language) and science subjects (Biology, Chemistry and Geography).
- (c) Graduated on Biological science (Subjects: Zoology, Botany and Chemistry) from Barasat College under West Bengal State University (WBSU) in 2016, obtaining around 45% marks.
- (d) Studying Environmental Science (ENVS) for PostGraduate (M.Sc.) degree from Vidyasagar University, Midnapore, West Bengal; Passed Part-I Exam with 50% marks in 2018; Part-II Exam (Theoretical) is completed in December, 2019 and the Practical exam has been completed in the first week of July, 2020 through Home assignments as per University notification issued in the last week of June, 2020. Completed Masters Degree Environmental Science from Vidyasagar University recently.

Academic qualification in Tabular form:

Exam/Degree	Board/University	Grade /Division	Year of passing	% of Marks
Madhyamik	WBBSE	First	2006	62
Higher Secondary	WBCHSE	First	2008	65
B.Sc.(Bio Sci)	WBSU	Passed	2016	45 (approx)
M.Sc. (ENVS) Part I	Vidyasagar University	Passed	2018	50
M.Sc. (ENVS)	Vidyasagar University	Appeared	2019	Yet to complete

**Project work for the partial fulfilment of
M.Sc. degree in Environmental**

Science (ENVS): Study of Total Dissolved Solids (TDS) in drinking water of different Sources.

**Fieldwork for the partial fulfilment
of M. Sc.**

degree in ENVS: Study on Biodiversity of Nature at Mukutmanipur, Dist-Bankura, West Bengal.

Additional Qualification: (a) Accomplished NIIT certificate course for computer knowledge.

(b) Appeared for SAT Exams under College Board, USA

in 2008 and 2009 and scored fair.

(c) Based on the SAT and TOEFL exams, I got admission in 2011 in the undergraduate course of Health Science programme of the University of Minnesota, Crookston. I did not proceed for the lack of 100% financial support.

(d) Having skills in HTML, HTML5, Web Design, Translation, Transcription, Proofreading, Content writing, Copywriting, Copyediting, email troubleshooting, MS Dos, MS PowerPoint, MS Excel, MS Office, Ad sales, Advertisement Posting, Java, Network Administration, Telecommunication, Telemarketing, Digital marketing, BPO, Freelancing, Password Resets via Active Directory, Microsoft Server, VPN Installation and Setup, networking, switches, wireless, email, Microsoft Office, printers, firewalls - many other aspects of PC's Hardware and softwares etc.

TEST INFORMATION ON MY SAT AND TOEFL SCORE (PLEASE SEE BELOW):

05/2009, SAT Test **280** Reading **360** Math **480** Writing

01/2009, SAT Test **350** Reading **340** Math **440** Writing

12/2008, SAT Test **330** Reading **380** Math **410** Writing

(c) Appeared for TOEFL-TELXML Test (under ETS, USA) in December 2009 and **scored 68 (CBT based)**

Extracurricular activities: (a) Obtained certificates for dance course of different levels

(b) Participated with poster presentation in a Seminar on the education of AIDS disease to the common people organized by the District Head quarter at Barasat, West Bengal, India

Hobby:

(a) Reading books (b) writing essay (c) Urge to acquire the knowledge on the culture and education of USA students

Interest:

I have keen interest to devote myself on R & D activities in the area of bio-science cum health science