Sayan Biswas

06/01/1999   Indian
522/1 Laxmi Narayan Road, Dum Dum Cantonment, Kolkata North 700065, India
7003044472   talktosayan35@gmail.com   https://samgrande.github.io/ReaperAlly/

Profile

- Performing regular and ad-hoc reporting and analysis on HR data and processes.
- Performed full cycle medical billing in a fast paced company.
- Review invoices processed for proper accuracy and authorizations.
- Handle collections on unpaid accounts.
- Assisted the accounting department.
- Helped in production follow up with contracted manufacturer.
- Managing stock and inventory.
- Designed posters, info-graphics, advertorials, logos, marketing paraphernalia.
- Responsible for designing logos, graphics, visuals that represent the organization or client's needs.

Work experience

07/2022 – 10/2022   KOLKATA, INDIA
Account management associate
Sunknowledge
- Manage daily accounting and financial operation.
- Assisted the accounting department.
- Helped in production follow up with contracted manufacturer.
- Monitored account activity and provided updates to customers
- Investigated and resolved customer inquiries and issues
- Generated reports to summarize account activity
- Maintained accurate customer account records

01/2017 – 10/2019   MUMBAI, INDIA
UI/UX designer
dotOS
- Created logo prototypes and processed publication-ready advertisements.
- Designed visual elements focusing on messaging and branding.
- Format designs, texts and media for use in print and web applications.
- Solving code problems.

Education

03/2018 – 04/2022   KOLKATA, INDIA
Engineering | B.Tech
Narula Institute of Technology

Skills

– COMPUTER SKILLS
Ms Excel

– PROGRAMING LANGUAGE
Python
HTML & CSS