EDUCATION

**Boston University, Questrom School of Business** May 2017

Major: Bachelor of Science in Business Administration. Concentration: International Management

Activities: Phi Chi Theta Business Fraternity, Delta Delta Delta Sorority, BU Soñando Salsa Performance Team

WORK EXPERIENCE

**Kolkata Swasthya Sankalp (KSS),** Kolkata, India September 2008 - Present

*Events Coordinator-Volunteer*

* NGO that organizes blood donation drives, eye clinics and dialysis treatment for the underprivileged.
* Coordinated fundraisers which included choreographing dance recitals, and hosting auctions.
* Analyzed the standard body composition reports and assisted the doctor during patient diagnostics.

**Willow Pharma,** Medellín, Colombia July 2016-August 2016 *Marketing Intern*

* Designed and planned the outline for the company website.
* Brainstormed and came up with ideas for company vision and mission statements.
* Helped around the office with filing papers and excel sheets for shipments and orders.

**UNItiques.com,** Boston, USA June 2015-November 2015

*Events Coordinator and model*

* Planned textbook drives, Halloween costume swap and other events for the company to attract customers.
* Did photo-shoots for the company in order to help sell the clothes on the website.

**Mama Mia!,** Kolkata, India June 2014-August 2014

*Operations Manager; Intern*

* Managed operations by overseeing the daily functioning of the bakery and dealt with emergencies to ensure smooth running.
* Developed their brand by transferring their menu and cake photos onto tablets for easier order placing methods.
* Provided customer services by taking personal cake orders and suggesting new ideas to improve quality of service.
* Enhanced menu offerings by experimenting with numerous recipes to come up with a new menu for the bakery.

PORTFOLIO:

Please provide some of your pervious work details.

SKILLS

Computer: MS Office, Photoshop, Prezi, Python

Languages: English, Hindi, Bengali, Marwari and Spanish.

Basic Photography