

SUMAN BISWAS



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Location: Kolkata, Sonarpur, Pincode-700150

Career Objective

Motivated and detail-oriented professional with a strong foundation in MS Office tools and over 4 years of hands-on experience in photography, videography, and digital editing. Eager to contribute my technical, creative, and analytical skills in a dynamic organization where I can grow professionally and add value through both operational efficiency and visual storytelling.

Educational Qualifications

Qualification	Institution	Year	Percentage
Graduation – B.A. (Hons.) Political Science	Vijaygarh Jyotish Ray College	2024	60%
Higher Secondary (Class 12)	Sonarpur Vidyapith	2021	60%
Madhyamik (Class 10)	Sonarpur Vidyapith	2019	53%

Technical Skills

- MS Word (Basic to Advanced).
- MS Excel (Basic to Advanced).
- Photography (Portraits, Events, Product).
- Videography (Short films, Reels, Events).
- Cinematography (Camera angles, lighting, storytelling shots).
- Photo Editing (Lightroom, Hypic – Color grading, retouching, effects).
- Video Editing (Color grading, transitions, music sync).

Work Experience

MIS Executive – All Silks Designers Pvt Ltd (Indian Silk House Agencies) – 1 Year.

- Handled Management Information Systems (MIS) for sales and inventory.
- Generated daily and monthly Excel reports.
- Maintained internal records and order data.
- Supported the e-commerce team in backend coordination.

Freelance Creative Professional – 4+ Years

- Photography: Event, Portrait, Product, and Concept Shoots.
- Photo Editing: Retouching, color grading, background enhancement.
- Mobile Video Editing: Reels, short videos, social media edits (VN, CapCut, etc.).
- Videography: 2+ Years of experience in shooting events and cinematic clips.

Languages Known

- Bengali
- Hindi
- English

Hobbies & Interests

- Photography and Creative Logo Designing.
- Editing & Tech-Based Art.
- Exploring New Tech Tools & Software.
- Helping Others in Digital Tasks.