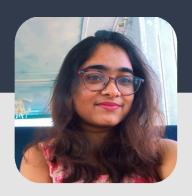
ISHA KARMAKAR

Publishing Professional



CONTACT

- +91 7980943352
- isha.karmakar.0302@gmail.
- Naihati, Kolkata

SKILLS

- Project Management
- Author Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

LANGUAGES

- · English (Fluent)
- Hindi (Speak)
- Bengali (Fluent)



PROFILE

Results-driven publishing professional specializing in author relationship management and project management, ensuring seamless collaboration between authors, editors, and production teams. Strong communicator with a talent for building lasting author partnerships and streamlining workflows to optimize efficiency. Adept at overseeing multiple projects from manuscript development to final publication, meeting deadlines while maintaining editorial excellence.



WORK EXPERIENCE

SEPT, 2024-PRESENT

Anecdote Publishing House

Social Media Management

- Created and managing different social media accounts for the founder of Anecdote Publishing House.
- Planning the strategy, editing the visuals for posts

Nov, 2023- Aug, 2024

Booknerds

Author Outreach Manager

· Generating author leads for book marketing

Sept, 2022- Nov, 2023

24by7 Publishing

Executive Secretory

- Ensure timely delivery of the projects in hand
- Actively communicated with authors and freelancers regarding work
- Managed the payment details of authors as well as the freelancers



EDUCATION

2020-2023

Bachelors in Genetic Engineering

School of business | Wardiere University

CGPA: 9.46 / 10.0