

# ISHA KARMAKAR

## Publishing Professional



### CONTACT

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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

**Anecdote Publishing House** SEPT, 2024- PRESENT  
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

**Booknerds** Nov, 2023- Aug, 2024  
Author Outreach Manager

- Generating author leads for book marketing

**24by7 Publishing** Sept, 2022- Nov, 2023  
Executive Secretary

- 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

**Bachelors in Genetic Engineering** 2020-2023  
Institute of Genetic Engineering, Kolkata  
CGPA: 9.46 / 10.0

**Master's in Forensic Science** 2023-2025  
Chandigarh University, Punjab