

Sayan Biswas Bio

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J-1/5, Labony Estate, EB Block, Sec-1, Saltlake City, Kolkata-700064
03/10/2023

PERSONAL DETAILS

Date of Birth: 1987-03-10 Eligible to work in India.

Highest Career Level: 9+ years experience Industry: Executive Assistant, Legal, Project Management.

Total years of experience: 9+ EDUCATION

Bachelor's degree in Law from "The West Bengal National University of Juridical Science" - Kolkata, West Bengal, BA LLB (Hons) 2008-2013, 55%

WORK EXPERIENCE

Freelancer 2010-2023

2010-2013

- 1) Review of contracts for a friend of mine in law school whose father has an international business
- 2) Drafting and editing contracts for the business of my friend's father.

2013-2023.

Worked in a law firm as an Administrative assistant looking into various matters like administrative support, scheduling appointments, meetings, travel booking for the boss, looking and preliminary discussion with clients, etc. (2013-2016)

- 1) Worked with a New Zealand-based businessman whom I used to give a) legal advice b) business advice regarding the business of honey and restaurant c) draft contracts for his business.
- 2) Worked online (remote) for various organizations and companies a) drafted contracts for them like Memorandum of Understanding, Non-Disclosure Agreements, Employment Agreements, Partnership Agreements, Shareholders Agreements, and Service Agreements.