

# Shikha Rani Das



Driven, disciplined and articulate management Research Assistant with Master Degree in Sociology and 4+ years of expertise and profound skills in the field. Patience and reliability with excellent oral and written skills and yet strong leadership quality to leverage in screening research participants, conducting surveys, and collating data to aid the team in providing accurate result.

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📍 Guwahati, Assam, India

## WORK EXPERIENCE

### Research Assistant for South Asian Studies Gauhati University

03/2020 - 02/2021

Guwahati, Assam, India

- Accumulating data for project
- Qualitative and Quantitative Analysis of the data
- Provided expertise to management in enhancing the reports

### Passed State Level Eligibility Test in Sociology SLET

2019

Assam

### Sociology Faculty Shaheen Group of Institutions

08/2017 - 03/2020

Guwahati, Assam, India

- Utilized available technology and equipment such as remote access and classroom projection systems.
- Provided opportunities for in-class discussions and questions
- Ensured to display enthusiasm about the students and their performance.

### Subject Matter Expert in Social Science Meritnation.com

05/2014 - 01/2015

New Delhi, India

## EDUCATION

### Pursuing M. Phil in Women studies Gauhati University

2018 - 2021

Guwahati

- Women Studies

### Masters in Sociology Jawahar Lal Nehru University

2015 - 2017

New Delhi

- Sociology

### Graduate in Sociology Delhi University

2011 - 2014

New Delhi

- Sociology

### Diploma in Gender Studies Cotton University

2021 - Present

Guwahati

### Masters in Public Administration IGNOU

2020 - Present

Guwahati

## SKILLS

Expert in data collection

Relationship management

Proficient conducting online research

Experience in conducting surveys

Highly Organized

Logistical Planning

Good command over Microsoft Office

Detail-oriented; very thorough and meticulous

Goal driven and dedicated

Interpersonal skills

Outgoing and friendly personality

Excellent leadership and problem-solving abilities

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Assamese

Full Professional Proficiency

## INTERESTS

Reading books

Engaging in creative and artistic endeavors

Peripatetic