

ADVEETYA KACHJAR

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New Delhi, India

Career Objective

A diligent young professional with 6 months of experience and a proven knowledge of research, data management, aiming to leverage my skills to successfully fill the role of Research Assistant at your organization.

Work Experience

Institute of Chinese Studies, Delhi

Research Assistant, August 2019 - Present

Institute of Conflict Management, New Delhi, India

Research Assistant, December 2018 – July 2019

www.satp.org

Key Responsibilities:

- Prepare, manipulate and manage extensive databases
- Perform descriptive and multivariate statistical analyses of data, using computer software
- Verify the accuracy and validity of data entered in databases; correct any errors
- Conduct internet-based research
- Perform Data entry work and work related to research for project completion
- Present research findings to groups of people
- Code data in preparation for computer entry
- Monitor, Report and Update daily timelines of events and database on fatalities caused by terrorist attack in the South Asian region

Education

- Chitkara University - *Bachelors in Computer Applications (2014): CGPA: 6.75*
- XIIth - *S.D Public School (2010) – CBSE – 66.6%*
- Xth - *Maharishi Vidya Mandir Public School (2008) – CBSE – 71.3%*

Additional Skills:

- Research
- Data Analysis
- MS – Office
- Time - Management
- Organizational Skills
- Adaptability

- HTML
- JAVA
- Interested in Graphic Designing

Certification:

- *Cisco Certified Network Associate Certification – Routing and Switching*