BIKASH KALITA

Project Assistant

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PERSONAL STATEMENT

Project Assistant with 3 years of experience supporting government-funded environmental research projects in Assam and Meghalaya. Experienced in field sampling, water-quality testing, data entry in Excel and QGIS, GeM procurement paperwork and preparing quarterly progress reports for funding agencies.

WORK EXPERIENCE

Project Assistant (DST-funded water-quality project) · *Brahmaputra Institute of Environmental Studies, Guwahati* Jan 2024 – Present

- Collect and test 180+ surface-water samples a year from 12 sites for pH, DO, turbidity and nitrate using field kits and a UV-Vis spectrophotometer.
- Maintain the project database in Excel and map sampling sites in QGIS for the PI's quarterly reports.
- Prepare indents, quotations and comparative statements for equipment purchases through GeM worth about ₹14 lakh.
- Compile utilisation certificates and expenditure statements with the institute accounts section before each grant release.

Project Assistant (survey and documentation) · *Lumding Rural Development Society, Hojai* Jun 2022 – Dec 2023

- Conducted household surveys in 9 villages for a state-funded drinking-water study and entered 1,100 forms with under 1% error.
- Organised 14 community awareness meetings and recorded attendance and photos for the donor report.
- Translated questionnaires between English and Assamese and trained 4 local volunteers.

EDUCATION

M.Sc. in Environmental Science · *Gauhati Regional University, Guwahati* 2020 – 2022
Grade: 7.4 CGPA

B.Sc. in Chemistry · *Nowgong Government College, Nagaon* 2017 – 2020
Grade: 68%

SKILLS

Water-quality testing • UV-Vis spectrophotometer • Field sampling • MS Excel • QGIS • GeM procurement • Report writing • Data entry

CORE SKILLS

- Project documentation
- Fund utilisation records
- Field coordination
- Stakeholder communication
- Time management

CERTIFICATIONS

NPTEL: Introduction to Environmental Engineering and Science · *NPTEL* Apr 2023

LANGUAGES

Assamese · Native • English · Professional • Hindi · Fluent • Bengali · Conversational

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