



## **Moitreyee Kalita**

**House no:85, Kharghuli**

**Guwahati, Assam**

**Tel: +91-7002790525/8011269507**

**E-mail: [kalita.moitreyee13@gmail.com](mailto:kalita.moitreyee13@gmail.com)**

---

### **Summary**

A self motivated, target oriented professional having good technical skills along with the experience of 9 years working in Digital, Hospital and Industrial sector. Eager to learn and enthusiastic about working in new projects which gives a scope for growth & enhances my skills.

### **Career Objective**

To be part of an esteemed organization that provides opportunities to integrate my academic experience with its applied aspects and wherein my skills & knowledge in turn can be a contributing factor to the growth of the organization. To take on challenging and high-performance oriented role in the field of computers and other relevant sectors in order to implement the expertise and experience I have gained in the field to develop professionally and personally.

### **Professional Certification/ Training:**

- Completed certification on Good Clinical Practice (GCP)(2021)
- Pursuing certificate course in Clinical Trial Data Analysis with SAS from Udemy(2022)
- Completed ANIIT, i.e., 2 years Diploma in IT (Software Engineering), from NIIT.
- Completed certificate course in Hardware and Networking from NIIT.
- Completed DJMC (Diploma in Journalism & Mass communication) i.e., 1 year diploma from KKHSOU
- Completed MCSE & CCNA course from ATL INFOSYS.

### **Strengths:**

- Good problem-solving ability and analytic skills to solve them efficiently
- Good team player having good communication & interactive skills
- Good technical skills
- Good at delivering outputs in less time without losing efficiency.

### **Work History/ Experience:**

- Presently working as **Clinical Research Coordinator and Data entry operator** at **Guwahati Medical College & Hospital (GMCH)**, Dept.of Clinical Haematology, Since Feb 17-02-2021 till date for the following projects-
  1. **“Evaluation of the safety and efficacy of generic low-dose Dasatinib for frontline therapy in chronic phase chronic myeloid leukemia – A multi-centre phase II single arm study”**,
  2. **“COVID-19 Hematological Cancers Registry of India (CHCRI)”**
  3. **“Induction Related Mortality Score In Acute Myeloid Leukemia ‘prospective Validation Study”**
  4. **“Epidemiology and treatment outcomes of patients older than 55 years of age with Acute Myeloid Leukemia in India”**
  5. **“Care of Patients with Acute Myeloid Leukemia during Covid-19 in India.**

**Responsibilities-** Coordination between sponsor and PI, Consenting process, documentation, laboratory assistance, maintaining subject file and site master file of the project

1. Data collection and Data entry
  2. Case Report Form Completion
  3. Data entry from Data Base
  4. Query Resolution
- Was engaged at **‘National Health Mission (NHM)’** under AMTRON on contractual basis as a **Data Verification Manager** since **July 2020 -January 2021**  
**Responsibilities:** Data verification of COVID-19 patient cases into ICMR portal.
  - Was engaged as **Area in charge** at **‘Repose Foods Pvt. Ltd.’ 2019-Mar 2020**  
**Responsibilities:** Supervisory work, overseeing the daily works of staff and their well being, presentation of store and advertising displays, product management- including ordering, receiving handling damaged products and returns, quality control.
  - Was engaged as **Data Analysis Specialist** as a freelancer in **‘Upwork (online workplace)’**  
Independent contractor performed service for **“Ethics & Boards (online governance analytics)”** France, **2018-2020**  
**Responsibilities:**  
*Data verification:* Verify the composition of the Board and committees on the company’s website and compare it with client’s website.

*Data update:* Updating of data already in company profiles of different countries.

*Company Creation:* Creation of new companies through online searching.

- Was engaged as **Inventory Manager** (Full-time) at '**CEEKAY PRINTERS**' Guwahati, **2015-2019**  
**Responsibilities:** Generate reports, store completed work in designated locations and perform backup operations. Keeping information confidential, monitor the level of supplies to ensure purchases are made in a timely manner. Receive and record new stock as it comes.
- Was engaged as **Additional Data Entry Operator** (home based) under '**Bijulee Bhawan**' Guwahati **2014**  
**Responsibilities:** Data entry in accordance with state and federal regulations & requirements. Insert customer and account data by inputting text based and numerical information from source documents
- Was engaged as **Additional Data Entry Operator** under '**FUTURES GROUP INTERNATIONAL INDIA Pvt. Ltd**' **2013**  
**Responsibilities:** Entering information into the computerized database, update and maintain information on computer systems and archives. Compile, verify accuracy and sort information according to listed priorities and to prepare source data for computer entry. Review data for deficiencies or errors and making necessary corrections. Performed working under direct supervision.

## **Educational Qualifications:**

### **SECONDARY SCHOOL EXAMINATION**

Board: CBSE

Year of Passing: 2005

### **HIGHER SECONDARY EXAMINATION**

Board: CBSE

Year of Passing: 2007

### **GRADUATION (BSc. IT)**

University: Kuvempu University

Year of Passing: 2010

## **Information Technology (IT) Skills:**

### **Microsoft Office**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

### **IT Fundamentals and Computing**

- Programming Logic and Techniques.
- Object Oriented Programming
- Data Structures and Algorithms.
- Extensible Markup Language (XML)
- IP Addressing
- Server (domain, OSI layer, sub netting, routing, caballing, clustering)
- VLAN, INTERVLAN Routing.  
Sound knowledge in hardware and networking protocols

## **Other Interests:**

Listening to music, table tennis, playing the piano, riding bikes & travelling

**Personal Information:**

Father's Name: Mr. Jadu Mohan Kalita  
Gender : Female  
Date of Birth: 13-03-1989  
Nationality: Indian  
Marital Status: Single  
Languages Known: English, Hindi and Assamese

**Permanent Address:** D\O Jadu Mohan Kalita  
Kharghuli, Near Post Office  
Guwahati-781004