**MANOJ**

**MANOJ.314727@2freemail.com**

**OBJECTIVE**

Service-focused social worker and program coordinator with a strong commitment for serving the needs of children and special-needs populations. Backed by solid credentials (MSW) and equal strengths in program, personnel and case management.

**EDUCATION**

Master's in Social Work (July 2011) Concentration: Family & Child welfare

Mahatma Gandhi University,Kottayam, India

**CERTIFICATIONS**

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| Certificate in Yoga and meditationCertificate course in Research Methodology for a Multi-disciplinary Team**TRAININGS*** Managing Self and Building Better Work Relationships for Programme Managers at Indian Institute of Management Kozhikode ,India
* Team management workshop for Programme Managers at Indian Institute of Management Kozhikode ,India
* Internship training at Rajiv Gandhi National Institute of Youth Development, Sriperumbudur, Tamil Nadu, India

**WORK EXPERIENCE****PROGRAMME MANAGER*:* July 2013 –July 2016, Addition Skill Acquisition Programme(ASAP), Govt. of Kerala, India*** **Responsibilities include:**Work with students individually and in groups to promote skill development ,Collaborate with students, parents, teachers and administrators to help students prepare to become self-reliant ,Student and parent counselling ,motivate students to advocate for themselves as they moved toward academic, social, and career goal,Participate in multidisciplinary teams and meetings, maintain accurate records ,participate in training, supervision and team meetings ,Case study and house visits of disadvantaged students.

**FAMILY COUNSELOR /SOCIAL WORKER*:* February 2012 – April 2013, St.Jude Counseling Centre,Angamaly,Kerala,India (Approved by Central Social Welfare Board ,India)*** **Responsibilities include:**Assessed problems, strengths and needs of familiesand assisted families in developing and using their own potential for more adequately resolving social, health, organizing holiday camps for children, provided educational counselling for students,house visits in community, measures to deal with learning disability among students, provided social services, such as training on parenting skills, soft skills

**IT Platforms worked on*** Management Information System (MIS)
* Account Management software
* Large frame Display (LFD)
* Biometric attendance tracker

**SKILLS*** Computer: Proficient in Computer usage ,MS Office
* Languages: Fluent: English ,Hindi ,Malayalam

**PERSONAL DETAILS*** Date of Birth : 15th April 1988
* Visa Status : Visiting
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