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**Sudha**

**Dubai, UAE**

**E-Mail :** **sudha.346642@2freemail.com**

 **Mob No: C/o 0501685421**

A. **OBJECTIVE**: Looking for a challenger Work environment, which can help me to enhance my skill and provide an ample opportunity to show my ability and skill. Give me chance to show my ability to improve your organization’s efficiency.

B. **EDUCATIONAL QUALIFICATION**:

* Master of Social Work (MSW) From Mahathma Gandhi University) Kerala, India in 2013.
* Bachelor of Economics from Mahathma Gandhi University, Kerala, in 2011.
* Plus II from Government Girls High School Ernakulam, Kerala in 2008.
* SSLC from St. Thomas Girls Highs School Perumanoor ,Ernakulam. Kerala in 2006

 C. **Other Technical Qualification**:

* Computer Basic Knowledge (includes MS Word, MS Excel, PPT, SPSS and Internet).
* Certificate Course in Office Assistant - 6 month course

 E**. Professional Qualities**:

* Leadership
* Positive Attitude
* Initiator
* Hard Working
* Listening Skill
* Acceptance
* Able to deal with rejection.
* Good at building a rapport with people.
* Having a naturally competitive nature.
* Ability to work on own initiative or as part of a team.
* Friendly personable manner.
* Passionate about the quality of work
* Strong client facing skills.

 **F. Strengths:**

Punctuality, Self Confidence, Flexible and Sincerity.

**G. Academic Project/Research: Title;**

* **A STUDY ON THE LIVING CONDITION OF PERSONS WHO ARE SUFFERING WITH PARKINSON’S DISEASE OF ERNAKULUM DISTRICT, KERALA. (MSW).**

**As a counselor/advisor I am responsible for:**

* Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds
* Clarifying pertinent information and discussing the implications toward students’ academic success
* Being accessible and available to students to respond to their questions and concerns
* Clarifying academic policies, regulations, program requirements, procedures, and other information
* Maintaining professional integrity, confidentiality, respect, and sensitivity in advising
* Helping students define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students’ goals
* Respecting students’ individual needs and diversity
* Assisting students to independently monitor their progress toward achieving their educational and career goals
* Being knowledgeable about, promoting and referring students to appropriate campus and community resources and services
* Informing students of the roles and responsibilities of the advisor/student relationship
* Maintaining currency in academic advising trends and techniques through professional development

**Counseling experiences in India**

**Organization – Littil Flower Hospital Ernakulam Kerala.**

**Duties and Responsibilities.**

* Established a relationship of trust with patients
* Help patients to make decisions about their circumstances.
* Keeping accurate administrative records.
* Ability to empathize with the patient.
* Listening skills.
* Ability to cope with emotional situations.
* Patient and calm manner
* Identify behavioral issues and provides solutions to tackle them.
* Communication skills.
* Legislation

**Organization – Rajah hospital Chavakadu,India**

* Running various rehabilitation programs for Disabled children.
* Designing and implementing project lessons to guide children to behave normally with people around.
* Establishing a program and therapy methods for entertainment of children.
* Solving queries of patients.
* Helping patients to overcome their anxiety and in bringing the focus.
* Networked with medical staff, and local resources
* Aware them about their rights.

**Organization – Amrita Institute of Medical and Research Centre**

* Frank discussion of sensitive aspects of a patient's life
* Helping to define the true potential for behavior change
* Working with the individual to achieve and sustain behavior change
* Help patients cope with their present situation.

**H. Work Experiences in India**

**Organization : Kudumbhashree District Mission Ernakulam (State poverty Eradication Mission.)**

* Prepare project proposals for Government of Kerala .related to Destitute Rehabilitation Project
* Conducted survery to identify vulnerable groups in different Panchayath in Ernakulum Kerala.
* Networking with government officials and others.
* Financial management of projects.
* Monitoring and evaluation of various project activities.

NGO: Cultural Academy for Peace,

Role: Assistant project Coordinator of SPED III Community Development Project.

* Resource person for various training programmes.
* Networking and lobbying with government departments and Non-governmental organizations like child welfare committee, police, court, hospitals etc.
* Monthly reporting and documentation
* Financial management of the project.
* Coordinate various cultural and social programmes.
* Conduct summer camps for school children.

NGO – Cultural Academy for Peace –Shanthibhavan (Sheltter home for Domestic Violence victims and Trafficking victims )

**Duties and Responsibilities**.

* Counseling and take details about their problems.
* Principle of confidentiality and acceptance
* Provide them legal aid
* Helping to solving their problems.
* Helping to provide education.
* Provide them medical care and psychiatric care.
* Working with the individual to achieve and sustain behavior change.
* Coordinate various programmes like eye camp medical camp awarness programe for the residents.
* Collaborate with various funding agencies for financial help.
* Facilitate Rescue operations of children who are abused or threat to abuse.
* Fundraising and Campaigning skills and experience.

**Other experiences.**

**Worked in National Aids Control Society India for 2 months.**

**Worked in Amrita Hospital India for 5 months As medical Social Worker.**

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| Designation | Name of College / Institution | Duration | Subjects taught / Nature of Work |
| Field Work Trainee | Welfare Services Ernakulam, Kerala. | 26/08/2011 to26/12/2011 | Community Based Rehabilitation,Family Development Programmes,Community Health Care. |
| Field Work Trainee | KUDUMBASHREE Mission, Erankulam, Kerala | 1/03/2011 to30/06/2011 | Participated in Community Work,Formation of Neighbor Hood Groups and Conducted Meetings &‘Nirbhaya Bal Parliament’. |
| Field Work Trainee | Little Flower Hospital , Ernakulum Kerala | 10/08/2012 to 30/11/2012 | Involved Conducting Eye CampsDaily rounds with Doctores and individual rounds ,Mental and Psychological support to patients,Case presentations. |
| Field Work  Trainee | Bethsada Mental HospitalVengola Kerala | 5/12/2012 to31/12/2012 | Conducted awareness classes, Recreational activities to the Patients.Daily Rounds with Doctores and individual Rounds Coordinate various Cultural Programmes to patients to entertain them. |
| Field Work Trainee | **Rajah Hospital,Chavakadu. Kerala** | 15/02/2013  to  1/06/13 | Daily rounds.Conducted Alcohol sniffing therapy to Alcoholic patients.Conducted recreational programmes to patients like schizophrenia,bipolar disoder,Alcoholism &,mood disorders.Daily group therapy for mentally retarded,and AutisticChildren. |
| Field Work Trainee | . JSS Hospital, Mysore,Karnataka | 10-07-13 to 10-08-13 | Taking case details of patients . Building rappot with patients.To visit various departments like speech therapy,Dietian . |

**J. Personal profile:**

Name: Sudha.S Marital Status: Single

Date of Birth: 12-3-1991

Languages Known: English, Malayalam, Hindi.

**Declaration**

 I hereby declare that information given in this CV is accurate and fair reflection of my abilities.

Place : Sharjah(UAE)  **Yours faithfully,**

Date : 25.02.2017 (Sudha)