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| ***ZERA.jpg******“Develop my skills in serving the humanity.”*** *Zera* ***DOB:*** *27/08/1987****Marital Status:*** *Married****Nationality:*** *Indian****SKILLS****Strong Work Ethic**Adaptability**Self Confidence**Team Player**Time Management**Decision Making**Attention to detail**Critical Thinking**Problem Solving**Leadership**Creativity**Presentation Skills****TRAINER for*** *NGOs* *Social Work Practitioners**Social Work Trainees**Teachers, Parents* *& Children****TRAINER on****Project Proposal Preparation**Reporting & Documentation**Annual Report**Communication**Guided Proposal Writing**Life Skills**Personality Development**Life Membership* *Indian Council of Social Welfare**Indian Society of Professional Social Work****LANGUAGES KNOWN****English* *Malayalam (Mother tongue)* *I declare that the above mentioned information are true and correct to the best of my knowledge, belief & information.**19th March 2017*   | **ZERA****ZERA.356266@2freemail.com****PROFILE – *Professional with 6.5 years of experience***My experience with the NGO has reinforced what has always been a strong desire, to work within the community sector, where I can assist people in meeting their immediate needs. Therefore, I am now seeking a role that will allow me to develop my considerable administrative skills while utilizing my natural passion for others. My life, work and study experience has enhanced my ability to better understand, empathize for and effectively assist others. Combined with my history in the social work field, and my natural ability to engage with a diverse range of people, makes me a natural choice for any role requiring professional interaction with others. Possessing sound conflict resolution skills and easy rapport, these natural traits have assisted me in developing effective relationships in all aspects of personal and professional life. Further, my pursuit of self development and commitment to professional excellence means I have always proven an asset to any organization employing me. **EDUCATION****MASTER OF SOCIAL WORK (MSW)** with specialization in Medical and Psychiatric Social Work – Bharata Mata College, Thrikkakara – M G UNIVERSITY, Kerala, India – 2010**BACHELOR OF ARTS (B A)** IN **SOCIOLOGY** – St. Teresa’s College, Ernakulam – M G UNIVERSITY, Kerala, India – 2008**HIGHER SECONDARY EDUCATION** (Plus Two) in Humanities – M K M H S S Piravom – KERALA HIGHER SECONDARY BOARD, Kerala State, India – 2005**MATRICULATION (10TH STD)** – M G P S Ambadimala – CENTRAL BOARD OF SECONDARY EDUCATION India – 2003**KEY COMPETENCIES AND SKILLS*** Professional qualifications well matched with natural aspirations and skills.
* Sound interest and desire to aid in the welfare of others.
* Understanding the importance of discretion and confidentiality.
* Ability to cope under pressure and to adapt to the unforeseen.
* Responsible professional with high degree of initiative and motivation.
* Friendly, professional and team person (both as leader and member)
* Proficient user of Microsoft Office tools.
* Ability to manage time and projects effectively.
* Possess the 4 C’s – Critical thinking, Communications, Collaborations and Creativity.

**TRAININGS ATTENDED**INTEGRATED TRAINING FOR SOCIAL WORK PRACTITIONERS – Karl Kubel Institute for Development Education, Coimbatore, India – 2016**PROFESSIONAL EXPERIENCE – 6.5 years****COORDINATOR** 01/2016 TO 12/2016CYRIAC ELIAS VOLUNTARY ASSOCIATION (CEVA) KERALA, INDIA* Coordination of all projects and programmes implemented & coordinated by CEVA.
* Project Cycle Management including Need Assessment Study, Identification of Donor Agencies, Project Proposal Development, Budget Preparation, Implementation, Evaluation & Monitoring, and Reporting & Documentation.
* Awareness Generation Campaigns
* Training for Trainers (TOT), Training for Social Work Practitioners, Social Work Trainees, Teachers and Children
* Counseling
* Organization Development (OD) Process, Annual Report Preparation
* Professionalizing NGOs - Guided Proposal Writing, Resource Mobilization Strategy Development and Policy Formulation
* Networking with Organizations/Institutions
* Organizing and Coordinating Social Initiatives
* Preparation of Information Education Communication (IEC) materials

**PROJECT OFFICER** 07/2010 TO 12/2015CYRIAC ELIAS VOLUNTARY ASSOCIATION (CEVA) KERALA, INDIA* Project Planning, Implementation – Reporting & Documentation
* Project in Charge – Project for HIV/AIDS Infected & Affected families, Project for Holistic Development of Children, Projects for Cancer patients and their families, Organ Donation Campaign among Youth, Education Sponsorship Program, Holistic Summer Program for Children, Project for Elders.
* Counseling

**SEMINARS & CONFERENCES**International Conference on ‘Social Work Practice in Mental Health’ – Organized by De Paul Institute of Science & Technology and James cook University, Australia – 2014National Conference on Corporate Social Responsibility and Children (DYUTI) – Organized by Rajagiri College of Social Sciences, University of Melbourne and University of York – 2016National Seminar on ‘An outlook of Medical Social Work’ – Organized by Amala Institute of Medical Sciences – 2010Seminar on ‘Mental Health Act and Mental Health Institutions’ – Organized by People’s Council for Social Justice – 200934th All Kerala Sociological Conference on ‘Health, Social Mobilization and Development’ – Organized by Kerala Sociological Society – 2007   |