**AROKIARAJ**

**AROKIARAJ.372421@2freemail.com**

 **Career Summary:**

 A professional Social Worker with have four years experiences in Corporate Social Responsibility and Public Relations oriented towards sustainability of business in the dynamic and challenging external environment.

 **Areas of Expertise:**

* Community Relations
* Corporate Social Responsibility
* Stakeholder Engagement
* Proposal Writing
* Field Work
* Due Diligence
* Vendor Management
* Budget Planning
* Reporting & Documentation

 **Technical Skills:**

 Proficiency in Microsoft Office Programs

 Statistical Package for Social Science (SPSS)

 English Typewriting

 **Professional Qualification**

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| **Course** | **Institution** | **Board / University** | **Year of passing** | **%** |
| M.S.W | Loyola College, Chennai | Madras University | 2015 | 70 |
| PGDHRMM | Malar Institute, Chennai | Alagappa University | 2014 | 58 |
| B.A | Loyola College, Chennai | Madras University | 2012 | 59 |
| HSC | Govt. Hr.Sec.School, Manampathy | State | 2009 | 63 |
| SSLC | St.Joseph’s Hr.Sec.School, Chengalpat | State | 2007 | 50 |

 **Employment Summary**

1. Assistant Programme Officer – CSR at **Walwhan Renewables Energy Ltd, Trichy** (July 2015 onwards)
2. Sales Representative at **Country Vocations (A unit of country club)** (Aug 2012 – Jan 2013)

 **Walwhan Renewable Energy Ltd, Trichy APO - CSR (Since July 2015)**

**KEY RESULT AREAS**

* Collection and documentation of Baseline data / profile of target villages of project sites in Trichy and Karur and Tirunelveli Districts.
* Identifying development projects in alignment with Group CSR focus (Gender Balance in Education, Positive Health and Sanitation Practices, Water, Farm and Non Farm Livelihood, Social Capital and Institution Building).
* Designing project proposals, financial plans, monitoring and control of project budgets and expenditures;

Preparing budget justifications, fund transfer requests.

* Implementation of need based initiatives in Infrastructure and Quality of Education to Promote Education in the villages.
* Conducting General and need based special camps based on need assessment to benefit needy people.
* Identification and implementation of need based development projects in partnership with the District Administration, DRDA, BDO, Panchayat Presidents and other Government department in the neighboring villages.
* Organizing women and youth into sangams and offering skill training to enhance livelihood options making

use of Government schemes.

* Active involvement in Stakeholder Engagements and GRM (Grievance Redressal Mechanism) as part of

business requirement.

* Preparation of guidelines and MoU formats for the partnering organizations.
* Conducting Due Diligence and preparation of observation reports for the Partnering organizations/implementing agencies.
* Vendor registration and implement work through external agencies.
* Preparation of Weekly / Monthly/Quarterly CSR updates to Corporate CSR team for Sustainability Reporting and

Corporate Communication purposes.

 **Country Vocations (A unit of country club) Sales Representative (Aug 2012 – Jan 2013)**

 **KEY RESULT AREAS**

* Create good rapport with customers through face to face interaction.
* Explaining various tourists packages/holidays to customers and helps them to choose and utilize it
* Provide an active membership card to make use of company services in all the resorts of the company.

 **Field work Training/ Part time Employment:**

 **1. ORCHID TRUST** Social work trainee - CSR Activities **(June – October, 2014)**

* Organize Community Organization program on “Health and Education” for tribal community.
* Take on study of people’ Participation in Bio-Gas Plant was done in Alathur &Vengalleri Villages.

**2. KARUNAKARYA TRUST** Social Work Trainee **(July 2013 - March -2014)**

* Practiced Social Case work, Group Work, Community Organization in the Fishermen Community.
* Conducted a Mini Research on “Influencing Factors for School Dropouts” among corporation school

Children in Thiruvanmiyur Kuppam.

* Organized Blood Donation awareness camp at Tiruvanmiyur along with LIONS CLUB.

**3. AIDE - ET – ACTION** Social work trainee **(April, 2014)**

* Documentation of migrated children profile
* Been a voluntary teaching staff to CCLC (Child Care Learning Center)
* Organized free health checkups to migrant children and pregnant women at Poochiathipedu in

Tiruvallur district.

**4. SADHANA - NEG FIRE** Social work trainee **(May, 2015 - June 2015)**

* Strengthen the child clubs, (SMCs) School Management committee, and Documentation on education volunteers forum
* Work with education leaders in village and Mandal level help to articulate the education issues.

**5. UNORGANIZED WORKERS FEDERATION** Social Work trainee **(Nov, 2014 – Mar 2015)**

* Supporting Small Traders in Koyembed on behalf of organization and providing legal guidelines.
* Organized Signature Campaign for the construction workers to get shelter homes at Chennai.

 **Projects undertaken:**

* A Study on Effectiveness in Job Oriented Training Program Conducted by i-lead Training Center at Kolathur, Chennai.
* A Study on Slow Learners In Gov.Hr.Sec School, Paithambarai (Mavalipatti), T.T Pet Taluk, Trichy
* A Case Study on Open Defecation Practice among People In T.T Pet Taluk, Trichy
* Worked in a project “ASER-2014” at Thiruvallur district in November, 2014.
* Worked in a UNICEF project “Total Sanitation programme, 2015
* Served as a voluntary staff in Evening Tuition Center at Idaiyankuppam run by SWEET Voluntary

 Organization.

 **Interest / Hobbies:**

* Photography
* Willing to take up travel
* Bike riding
* Counseling youngsters/children

 **Personal Profile:**

 D.O.B. : 08/02/1992

 Gender : Male

 Marital Status : Unmarried

Nationality : Indian

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| **Language** | **Read** | **Write** | **Speak** |
| Tamil |  |  |  |
| English |  |  |  |
| Telugu |  |  |  |

**DECLARATION**

I hereby promise that the above furnished information is true and best of my knowledge.

**Place : Kanchipuram**

Yours Sincerely,

**Date :**