

CURRICULUM VITAE

Career objective: Seeking for a job to pursue a highly rewarding career and healthy environment where I can utilise my skills and knowledge efficiently for organisation.

Name : I. Rokhiya Begam



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Trichy -17

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EDUCATIONAL QUALIFICATION

- PG- M.S.W, H.R (2017)
- UG -B.Sc. psychology (2015)
- Senior Secondary- 12thstd (2011)
- SSLC -10thstd (2009)

CERTIFICATIONS

- Diploma in **Counselling** course(CCC vellore)
- Organ Transplantation Coordinator (Mohan Foundations)

IT SKILLS

- Proficient in MS Office (Ms Word, Excel, Power Point)

ASSOCIATIONS

- NHRD(National Human Resource Development)
- ISTD(Indian Society for Training and Development)

INTERNSHIP EXPERIENCE

COMPANY NAME	DURATION	LEARNINGS
Mary Ann Charity Trust Chennai	3months	Casework Group work Community organization 100 yards mapping near schools to ban tobacco
ESAB India Limited, Chennai	1month	HR administration
SRF Limited, Chennai	3month	HR administration
Reliance Jio Infocomm Chennai	1month	Recruiting
Mohan Foundation	1month	Roles of Coordinator Dealing with Donor & Recipients family Acts of Organ Transplanting Counselling process

ACADEMIC ACHIEVEMENTS

- RESEARCH PAPER-1 Adjustment in sibling relationship among males and females
- RESEARCH PAPER-II Self injurious Behavior among Children
- Project-Shelter For Homeless People and Children

➤ **Project-Case Studies on Autism Children**

ACHIEVEMENTS

- Winner in throw ball, kho-kho, kabadi
- Essay competition in district level
- Participating in EXPO's in both school and college level.
- Written exams for blind students

WORKING EXPERIENCE

- Worked as zonal coordinator for 10 villages among children and with community people involving projects like reading class for children&children movements at community.
- Worked as CAT Officer(Children Against Tobacco) Programm ,introduced CAT program in various schools in various places.
- Worked as Social worker as well as Patient Counselor in Oncology Department at Trichy GVN hospital.
- Worked as Psychiatric social worker +counselor at ATHMA Hospitals ,Trichy for 2years.
- Worked as Field coordinator+crisis counselor for the Chennai based organization named PCVC

LANGUAGES KNOWN

ENGLISH	To read , speak , write
HINDI	To read , speak , write
TAMIL	To read , speak , write
URDU	To speak
MALAYALAM	To speak

PERSONAL DETAILS

ADDRESS : 364,Ukkrakaliamman kovil street,
Annanagar,Tennur,Trichy-17

D.O.B : 03.01.1994

NATIONALITY : INDIAN

RELIGION : ISLAM

DECLARATION

➤ I hereby declare that all the information provided above its true to best of my knowledge.

I.Rokhiya Begam