**SANGEETA**

**RESUME**

**F -151 HARI NAGAR PART – 3**

**HARSH VIHAR GALI NO.10, JAITPUR, BADARPUR**

**NEW DELHI -110044**

**E-mail:** [**sksangeeta481@gmail.com**](mailto:sksangeeta481@gmail.com)

**Mobile:8130031743**

**OBJECTIVE:**

* **Short term:** To deliver quality work and be a valuable asset to my organization. I want to enrich my skills by learning and contributing my maximum to the organization. I work not only with my sincere, dedicated effort but also with the help of my colleagues and seniors.
* **Long term:** To lead an organization in future growth and success.

**EDUCATIONAL QUALIFICATION**

* 10TH Passed from **C.B.S.E Board, NEW DELHI** in the year 2008.
* 12TH Passed from **C.B.S.E Board, NEW DELHI** in the year 2010.
* B.A(H) sociology from **Lady Shri Ram College (Delhi University**) in the year 2013.
* Master in Social Work from **IGNOU** in the year 2015.
* Post Graduate Diploma in Guidance and Counseling from **Vardhman Mahaveer Open University Kota (Rajasthan)** in the year 2017.
* M.A in Psychology (Clinical) from **IGNOU** in the year 2019.

**SKILLS**

* Leadership Abilities & Good Interpersonal Communication Skills.
* Able to Work both Independently & Within a Team Structure.
* Observation Skills.
* Self-Control Skills.
* Computer basic, Internet.

**ADDITIONAL QUALIFICATIONS/TRAINING/INTERNSHIP**

* Participated Actively in National Service Scheme During graduation in an NGO, AAROHAN in Malviya Nagar in New Delhi, (Completed NSS from Lady Shri Ram College).
  + Practiced by ANANTH for Learning and Development (During Guidance and Counselling)
  + Practiced by Moolchand Hospital (During M.A psychology internship)
  + Participated in Emotional, Behavioral and Learning Problems in Children & Adolescents
  + Participated in The Inter School Adolescent Festival
  + Participated in Cognitive Behavioral Therapy (Intensive Training Workshop)
  + Participated in The International Adolescent Summit
  + Conducted The National School Health & Wellness Quiz
  + Organized Health camp & Psycho Analysis Program in Rural Areas
* Attended Seven Days Training and Induction Program at Navodaya Leadership Institute, Amritsar ( Punjab).

**WORKING EXPERIENCE**

**Organization: CASP -Plan DELHI.**

Worked as Project Coordinator.

**Duration:** 5th March 2014 to 31st October 2015

**Project:** AZ -YHP (Astra Zeneca Young Health Programme).

**Activities:**

* Worked closely with the community in the field for proper implementation of the project.
* Coordinate with coworkers and Project Manager of the organization and comply with the requirements for the project.
* Improve the quality of program and utilization of funds in timely and appropriate manner.
* Conduct mass media activities in the project area on health issues.
* Collect project level data, compile and analyze the data to present the results of the project’s interventions and provide recommendations for improvements
* Document project activities and prepare monthly/ quarterly progress reports; provide input in the annual project’s report.
* Advocacy with local leaders, Govt.School personals and other secondary stakeholders
* Ensure that community level events /Mass events are organized by Peer educators
* Constitute the committees (School, HIC, Community) and convene their meeting regularly
* Conduct the meeting at HIC with the help of Peer educators, Maintain Health Information Center (HIC) in the Community.

**Organization**: Expressions India ( Moolchand Hospital/Medcity)

Worked as a Counselor and Assistant Psychologist.

**Project:** Smart Gram Project

**Duration**: June 2017 to July 2019.

**Activities:**

* 1. Handle 100 + Govt. Schools (under Smart gram Project).
  2. Conducted IQ Assessments in Hospital and Schools.
  3. Conducted Individual and group Counselling Session for the Adolescents and Adults.
  4. Remedial Sessions.
  5. Organized Health Camp in Various Govt. Schools and in Rural Area.
  6. Organized Quiz Competitions in Various Schools.
  7. Conducted Training Workshops with School Staff.

**Organization**: Navodaya Vidyalaya Samiti

**Worked as a Female**Counsellor (Jawahar Navodaya Vidyalaya Nardi Bala Akhnoor Jammu-II, Jammu and Kashmir)

**Duration**: 10th October 2019 to 30th March 2020.

**Organization** : Navodaya Vidyalaya Samiti

**Working as a Female counselor** (Jawahar Navodaya Vidyalaya Nardi Bala Akhnoor Jammu-II, Jammu and Kashmir)

**Duration**: 15th February 2021 to 14th August 2021 and 4 September 2021 to 24th May 2022 .

**Organization**: Navodaya Vidyalaya Samiti

**Working as a Female counselor** (Jawahar Navodaya Vidyalaya Ghuskani Rohtak Haryana.)

**Duration**: 8th August 2022 to 29th April 2023.

**PERSONAL DETAILS**

Father’s name : Sh. Mohan

Date of Birth : 15-10-1992

Language Proficiency : English, Hindi

Nationality : Indian

Marital Status : Unmarried

DATE: \_\_\_\_\_\_\_\_\_\_\_

PLACE: \_\_\_\_\_\_\_\_\_\_\_ (SANGEETA)