



SANGEETA



+91 7783972366



sangeetabhu07@gmail.com



MB/A PLOT NO-22, BLOCK-B, Manorath Puri Colony
karmanveer ,Susuwahi-221011, Varanasi

SKILLS

- Program & Partner Relationship Management
- NGO Management
- Networking and Representation
- Finance Management
- Training, Capacity building and Mentoring
- Team Work and Cooperation
- People Management and Development
- Psychiatric Social Worker

EDUCATION:

1) Master of Philosophy (M. PHIL): Batch (2021- 2023)

Psychiatric Social Work

RINPAS, Ranchi, India

2) Master of Social Work (Hons): Batch (2015-2017)

*Specialization- Rural
Reconstruction and Urban
Development*

Percentage- 80%

Banaras Hindu University |
Varanasi (Uttar Pradesh) India

3) Master of commerce (Hons): Batch (2013 -2015)

Specialization- Human Resource
Management

Percentage- 71 %

Banaras Hindu University |
Varanasi, (Uttar Pradesh) India

SUITABILITY NOTE / COVER LETTER

In my recent assignment I have completed M.Phil. from RINPAS, Ranchi. It is a Full- Time 2-Years Course are exposed to the application of methods, techniques and skills of social work for the promotion of mental health, prevention of mental disorders, therapeutic interventions at individual, group and family level as well as aftercare and rehabilitation in institutional, semi-institutional and non-institutional settings. psychosocial services to the patients in Out-Patient and In-Patient Units, Child and Adolescent Mental Health Centre, Family Psychiatric Centre, Neurological and Neurosurgery services, Psychiatric and Neurological Rehabilitation, Deaddiction and Community Mental Health Units.

As part of my assignments, I had the exposure to work:

- Home visits for diagnostic and therapeutic services
- Community agencies contacts for Resource mobilization.
- Educating the patients/family members about the illness, treatment and rehabilitation.
- Marital counselling / therapy / intervention services.
- Family counselling / therapy / intervention services.
- Group therapy / intervention services for patients / family members.
- Liaison services with families and community.
- School mental health and Community mental health

A humanitarian /Corporate Social Responsibility (CSR)/ development professional with 3 years of experience in working with most marginalized and diversified communities. Implementing small scale to large scale programs in rural and urban and remote and difficult (conflict geography) contexts. I was engaged in documentation and data maintained, manage multiple on-going project tasks of various complexities which required strong follow-up and field work in remote rural areas, consistent communication with knowledge institutions, allied partners and streamlined organization for successful completion of project which is aimed to develop a source code sustainable development. working in collaboration and integration with five different sectors such as **livelihood, education, agriculture, health, livelihood and solar** for overall sustainable scalable rural development.

4) Bachelor of Commerce (Hons):

Batch (2010- 2013)

Specialization- Marketing

Percentage - 70%

Banaras Hindu University

Varanasi, (Uttar Pradesh) India

EXTRA CURRICULAM ACTIVITIES:

- Participated in National Sports Meet
- Participated in State level volleyball competition
- Participated in college Youth festival
- *Participated in NSS (National*

SEMINARS:

- National CME on Suicide Prevention
- Annual Conference of IPS- Jharkhand Branch

POSTER PRESENTATION ON NATIONAL CONFERENCE: FEB 2024

Participated 1st CONFERENCE of Association of Psychiatric Social Work Professionals (APSWP) and presented poster presentation - For the Paper titled "Burden of Care, life Satisfaction and Social Adjustment among Caregivers of Patients with Alcohol Use Disorder (AUD) and Bipolar Affective Disorder (Mania).

Passion for contributing towards inclusive growth of diversified communities through equitable solutions for long lasting change and adaptability to challenging context through Psycho social Process and multi-disciplinary team.

WORK HISTORY:

National Rural livelihood mission (NRLM)

BLOCK MISSION MANAGER (MICRO FINANCE AND FINANCIAL INCLUSION)

Varanasi, India

From: 17/06/2019 to 30/06/2021

The National Rural Livelihood Mission is a poverty alleviation project implemented by the Ministry of Rural Development, a branch of the Government of India. This plan is focused on promoting self-employment and the organization of rural poor.

- Support SHG Bank linkage intervention under DAY-NRLM.
- SHG credit target planning and state-wise, bank wise and of achievements; NPA management
- Engagement with senior officials of banks at zonal and circle office
- Training and Orientation of bankers; module preparation for Bankers etc.
- Conduct workshop/ Review Meeting with banks; on bank Linkage
- Capacity building of community cadres
- Anchoring entire digital database related to financial inclusion
- Provide technical inputs on maintaining various portals related to SHG Bank linkage, SHG loan application; interest Subvention etc.
- Preparation of various reports for timely decision making; Furnishing report to another department
- **Capacity building**

Ensuring capacity building of Frontline Health, ICDS workers, Community leaders including PRI members, school teachers and SHG leaders, on Maternal and Child Health, Nutrition and WASH (Water, Sanitation and Hygiene) and GBV
- **Human Resources Management**

Manage recruitment, administrative Reporting and supervision of staff

INTERNSHIP:

45 days Internship in NIPCID (National Institute of Public Cooperation and Child Development) where I have gained knowledge about child development, Child protection, child guidance center, women development and training and Research.

30 days Internship with GOONJ Delhi (Non-profit Organization) engaged in sorting of books and maintain the record of the same at the processing center and filling of documents with HR team and

• Part time:

SATHI Organization
KIRAN Organization

LANGUAGES

English

Fluent

Hindi

Fluent

Nepali

Native

PERSONAL DETAILS:

Year of Birth: 7 march 1991

Nationality: Indian

Marital Status: Single

Gender: Female

• Monitoring, Evaluation and Documentation

- Ensuring baseline / Endline assessments & impact assessment in accordance with SHG compliance
- Documentation of best practices, case studies and sharing on social media

• Finance Management

- Validation of financial reports,
- Development of Annual Proposals and submission

FROM: July 2017 - May 2019

HCL FOUNDATION (HINDUSTAN COMPUTER LIMITED) CSR
SAMUDAY MITRA, Hardoi (Uttar Pradesh), India

Its main focuses on **Agriculture, Education, Health, Infrastructure, Livelihood, and Water, Sanitation & Hygiene (WASH).**

Strive for making the development process participatory by including all the stakeholders - community, local administration, state government, civil society organizations, etc. I engaged with individuals of all ages, and from all walks of lives. With a special focus on vulnerable sections - marginal households and women, efforts are to strengthen the community from within so as to achieve such a model of rural development that is sustainable in nature and the community overall is capacitated and motivated enough to carry on their development, on their own, forever.

- ❖ In **AGRICULTURE** introduction of modern farming equipment and institutionalization of farmer clubs to make agriculture less burdensome and more market-linked, novel concepts like Nutrition Garden, and Bori Bagicha are propagated to help marginal families increase their nutrition intake and further save their household income.
- ❖ In **EDUCATION** I engaged in Development of school infrastructure and improvement in facilities like sitting arrangement, sports equipment, library, drinking water and toilets, etc. Finally, by introducing technological solutions to ensure ICT-enabled classroom, along with training of teachers and capacity building of community members, school education ecosystem strengthens with an increased focus on child development and participation.
- ❖ In **HEALTH** Primary focus (1) building the capacity of health workers to help them carry out their daily responsibilities; (2) improving the health-related infrastructure to make better health facilities available and accessible to all; and (3) increasing community engagement for better health.

- ❖ In **LIVELIHOOD** we focused on all marginal households have an alternate source of income. This is being done by (1) Strengthening existing supply chain of Agri-allied income generating activities - Dairy, Poultry, Goat farming, Fishery, Vermicomposting, Cuniculture, etc.; (2) Strengthening women institutions: mobilizing, strengthening and federating community institutions and then linking them with financial institutions & economic activities; (3) Establishing individual and group-based business enterprises at local level for sustained employment, supported by financial and market resources; and
- ❖ (4) Skill upgradation of youth to ensure sustained wage or self-employment.
- ❖ In **WATER, SANITATION AND WASH** addressing basic human needs of safe drinking water, sanitation and good hygiene, aims to ensure completely clean villages with access to clean drinking water for everyone. The focus was on taking care of both infrastructure and behavior change related issues. On the human emotional facets of disgust, pride, need, relevance, and ease, the Community-Led Total Sanitation strategy has been adopted for motivating households to build and use toilets.