

MANSI NEMIWAL

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ACADEMIC DETAILS

QUALIFICATION	INSTITUTION	YEAR
PG DIPLOMA (THERAPEUTIC RECREATION)	Georgian College, Canada	2021-2022
UG (B.A. (H) PSYCHOLOGY)	Indraprastha College for Women, University of Delhi	2016-2020
XII	Ambience Public School, Delhi	2016
X	Guru Harkrishan Public School, Delhi	2014

WORK EXPERIENCE

- **Crystal Collections: Human Resource** (3 years)
Executing Hr duties through application of HR policies and procedures
Carrying on recruitment process
Providing feedback on different plans to managers
Counseling managers and staff to understand the complex employee issues and relationship

INTERNSHIPS/VOLUNTEERING EXPERIENCE

- **Kensington health- The second mile club:** (3months-2022)
Worked with senior patients who are facing depression, anxiety or other mental illnesses
Planning recreational activities for patients as per their interests and illness
Planning special events so that patients tend to improve their well being
Counseling patients to live better
- **Manasthti mental health services: Intern** (1month- 2021)
Working as counselor for people in need with mental disorders
Planning reports for patient
- **Women for India: volunteer experience** (1month- 2021)
Volunteering experience as a fundraiser for widow women

ACHEIVEMENTS AND CERTIFICATES

- **2022:**Research ethics based on tri-council policy statement
- **2022:** (V.2.0) Resumes that win from **Georgian College**
- **2021:** IELTS language test
- **2021:** Understanding mental disorders from Science of wellbeing

- **2017:** International conference- Fragmented self from **DU**

KEY SKILLS

- Takes initiative for new projects
- Ability to solve problem and make wise decision
- Believe in strong work ethics

TECHNICAL SKILLS

- Microsoft office (Word, Excel, PowerPoint)
- Graphic editor (Coral draw, Photoshop)
- Tally

HOBBIES

- Keen to learn new skills
- Photography
- Creative arts
- Recreation activities

I hereby, declare that the above details are true, correct and complete to the best of my knowledge and belief.