

CHAITRA CHOUDHARY

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EXPERIENCE

02/2021 -
12/2021

We Avec U Organization Administrator

Tasks Undertaken:

- Assisting the senior psychologist and handling the counseling sessions
- Working on content creation and documentation
- Working on psychological testing and assessment
- Updating company databases by inputting new employee contact information details
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies
- Planning workshops and events related to therapies, mental health, and healing
- Organizing interviews with shortlisted candidates and coordinating new hire orientations
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters
- Work within human resources offices.
- Help businesses hire more qualified employees Increase business efficiency and improve organizational structure
- Seek ongoing professional development
- Optimize Workplace and Processes

07/07/2021 -
04/04/2021

The Healthy Minds Clinic

Intern
Neuropsychology

EXPERIENCE

01/07/2021 - 15/07/2021	Department of Mental Health and Behavioral Sciences, Fortis Healthcare Limited Intern Clinical Psychology
28/06/2021 - 30/06/2021	Department of Mental Health and Behavioral Sciences, Fortis Healthcare Limited Online Course Introduction to Psycho-oncology
21/06/2021 - 23/06/2021	Department of Mental Health and Behavioral Sciences, Fortis Healthcare Limited Online Course Introduction to Art Therapy
06/03/2021 - 10/04/2021	Eastsons Goodwork's Center Social Work Volunteer
26/02/2021 - 22/03/2021	We Avec U Organization Intern Clinical Psychology
05/04/2021- 01/06/2021	We Avec U Organization Intern Quadruple Internship: Art therapy, Industrial/Organizational Psychology, Counseling Psychology and Clinical Psychologist
05/01/2021 - 01/3/2021	Ensoul Intern Positive Psychotherapy, Family and Marriage Therapy, CBT, Mindfulness, Acceptance and Commitment Therapy
30/09/2020 - 30/10/2020	P'sycare Organization Intern Counselling/Clinical Psychology
20/05/2019 - 21/06/2019	Sir Ganga Ram Hospital, New Delhi Intern Clinical Neuro-Physiology

WORKSHOPS / WEBINARS

31/05/2021	International Brain Research Organization (IBRO) Webinar (Participant) Translational Neuroscience and Novel Therapeutics for Neurodegenerative Diseases in the Asia/Pacific region
25/11/2020	ICHARS (Institute of Clinical Hypnosis and Related Sciences) Webinar (participant) Topic: Mental Health Carnival
21/11/2020	Virtual School for Personality Development and Professional Skills Webinar (Participant) Topic: Managing Stress and Emotions During Challenging Times
22/10/2020	Uka Tarsadia University, Bardoli, Gujarat Webinar (Participant) Topic: Breast Cancer Awareness: A Psychological Perspective
22/10/2020	HealthyMinds World Webinar (Participant) Topic: Obsessive Compulsive Disorder and Phobias
21/10/2020	HealthyMinds World Webinar (Participant) Topic: Anxiety and Panic Disorders
18/10/2020	Pious Vision Workshop (participant) Topic: Behavior modification
18/10/2020	HealthyMinds World Webinar (Participant) Topic: Holistic Approach to Mental Health for All
10/10/2020	George Group of Colleges Panel Discussion on "World Mental Health Day" Topic: Psychology in Action-Role of Psychologists Post Pandemic
9/10/2020- 10/10/2020	HuesofMind Workshop (Participant) Topic: Empower

EDUCATION

08/2020 - PRESENT	MA Clinical Psychology AIPS, Amity University, Uttar Pradesh
08/2017 - 06/2020	Bachelor of Sciences (Honors) Neurosciences Amity Institute of Neuropsychology and Neurosciences GPA: 9.02
04/2016 - 03/2017	Class 12 CBSE Nitte International School, Bangalore 91.2%
2014-2015	Class 10 CBSE Nitte International School, Bangalore CGPA: 9.4

LANGUAGES KNOWN

- English
- Hindi
- Kannada
- Marwadi

SKILLS

- MS Excel
- MS Word
- MS Powerpoint
- SPSS
- Adaptability
- Problem-solving
- Solution-focused

INTERESTS

- Sci-Fi Movies
- Dance
- Cooking
- Fashion

DECLARATION

I, M Chaitra Choudhary, do hereby solemnly declare that the above stated information are true to the best of my knowledge and I am liable to present any statement of proof when demanded. I do acknowledge that I am liable for any actions initiated by the institute if any of the above given information is proven to be wrong.