

ARUN RAHEJA

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Counselling and Program Coordination Professional – *Social Work*

- ✓ **Masters in Psychology**
- ✓ **Certificate in Course in Gender and Society + Counseling and Guidance**

PROFILE

- Experienced in participating in various social work programs with an aim to achieve people welfare
- Proficient in delivering counselling sessions to tobacco users across various locations and maintaining data as well as reports on the same
- Psychology knowledge on subjects like Counselling, Abnormal Psychology, Developmental Psychology & Research Methods
- Strong work ethics towards social work with interest in updating self about recent developments in Psychology by attending volunteer events and seminars
- Quick learner with keen aptitude for learning and productively applying new knowledge resourcefully
- Comprehensive knowledge base & notable soft skills nurtured during internship
- Strong communication, interpersonal, problem solving and presentation skills with an ability to work across all levels of management

WORK EXPERIENCE

Counsellor

National Tobacco QuitLine Services, Vallabhbai Patel Chest Institute, University of Delhi June 2016 - Present

- Providing counselling services to people and strengthening the scope of social work projects
- Ensuring timely completion of project action plans by instructing project team, local people and volunteers
- Delivering senior administrative support by establishing training sessions, program administration benchmarks, and program resources

INTERNSHIPS

July'14 – October'14	Lady Hardinge Medical College and Smt S.K. Hospital, New Delhi
June'14- July' 14	Mother NGO for Homeless, St. Stephens Hospital, New Delhi
Sep '13 – Mar'14	Mentorship Program with SWAPN NGO from September 2013- March 2014
Mar'13-Mar'13	The Earth Saviours Foundation, New Delhi
Mar'13-Mar'13	HelpAge India, New Delhi
Dec'12-Jan'13	Lady Hardinge Medical College and Smt. S.K. Hospital, New Delhi

ACADEMIC QUALIFICATION

2016	Masters in Psychology from IGNOU, New Delhi
2014	Certificate Course in Gender and Society from Delhi University
2014	Certificate Course in Counselling and Guidance from Delhi University
2013	BA (H) Applied Psychology from Sri Aurobindo College, Delhi University securing 61.6%
2010	XII from Bharatiya Vidya Bhawan, New Delhi, CBSE Board securing 68.2%
2008	X from from Bharatiya Vidya Bhawan, New Delhi, CBSE Board securing 61.8%

IT SKILLS

- Possess sound knowledge of MS Office & Internet Applications

VOLUNTEERSHIP EXPERIENCE

- Actively volunteered in:
 - ✓ Blood Donation Camp during school in November 2008
 - ✓ 3rd All India Chandgi Ram Gold Cup Wrestling Tournament in November 2012
 - ✓ First Ever Children's Equality Flash Mob Event by NGO SWAPN registered for world record for maximum participation
 - ✓ 4th All India Chandgi Ram Gold Cup Wrestling Tournament in December 2013
 - ✓ Annual Goody Picnic 2013 December organized by Society for Child Development
 - ✓ "RUN FOR AUTISM" on 2nd April 2015 organised by Sir Ganga Ram Hospital, New Delhi

CONFERENCES ATTENDED

Actively attended:

- Conference on Career Development by Indian Career Development Association and Indian Association of Positive Psychology, May 2012
- Symposium on 'Depression: A Global Crisis' held at AIIMS, New Delhi in Oct 2012
- 1st National Conference of Indian Association of Positive Psychology held at MG Kashi Vidyapith, Varanasi in Dec 2012
- Two Days Workshop on Professional Development in Lifelong Learning & Extension by Department of Adult, Continuing Education & Extension, University of Delhi in October 2013.
- Two days National Workshop on Prospects of Lifelong Learning & Extension in collaboration with UNSECO by Department of Adult, Continuing Education & Extension, University of Delhi in October 2014.
- Workshop on "Child Safety at Schools – Issue Identification & Interventions" organized at ITL Public School New Delhi on 16th December, 2014
- National Seminar on Stress and Mental Health : Nurturing Positivity in Adolescents organized by School of Continuing Education, IGNOU

PERSONAL DETAILS

Date of Birth: 2nd January 1993

Permanent Address: 604-B, Block 4-B, DDA HIG Flats, Pahar Ganj, New Delhi-110055

Languages Known: English and Hindi