

**NEETU**

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**CAREER OBJECTIVE :**

To achieve a position where get experience and expand my knowledge while contributing creative solution toward the growth and advancement of my organization. I am willing to work as a key-player in challenging and creative environment.

**EDUCATION QUALIFICATION :**

**Master of Social Work (2019)**

Indira Gandhi National Open University

**Bachelor of Arts in Social Work (2017)**

Dr. Bhim Rao Ambedkar College  
University of Delhi

**Intermediate (2014)**

Govt. Sarvodaya Kanya Vidyalaya, Delhi

**High School (2012)**

Govt. Sarvodaya Kanya Vidyalaya, Delhi

**TECHNICAL QUALIFICATION :**

Basic Computer Knowledge

**WORKING EXPERIENCE :**

**Social Work Trainee**

St. Stephen community health and development (2014 to 2015)

**Responsibilities**

- To understand the organization and its programs and regular prepared filed work reposts .
- Conduct the community visit to collected the information about the community and prepared community profile ,case study ,term plan Provides support to children and families through constant communication, counseling and crisis intervention.
- To Home visits to clients and their families to provide counseling and also prepare the report .

**Social Work Trainee**

Association of Social Research and Action (2015 to 2016)

**Responsibilities**

- To understood about the agency and it programs.
- Established and maintained communication, interaction with community groups .
- Prepared the Questionnaire to research work.
- Conducted a research on the 'How many leprosy people are working? Which kinds of work they do?

**Data Collection Officer (2016 to 2017)**

Praja Foundation

**Responsibilities**

- Understanding of Right to Information Act would be helpful.
- Lead the research activities for the assigned vertical and ensuring timely data collection using the RTI Act, compiling the data and analysis together to draft the organizations White Papers.

Cont.....2

- Ensure timely collection and analysis of RTI data.
- Co-ordinate workshops for various stakeholders.
- Prepare and write detailed event and activity reports.
- Identify research gaps and needs for the vertical and develop a strategy to fill those needs.

### **Social Work Trainee**

The Leprosy Mission India(TLMI)

3<sup>rd</sup> January, 2018 to 22<sup>nd</sup> February, 2018

#### **Responsibilities**

- To Understood about the organization and involved the organization activity .
- Collaborate with the team and conduct the awareness program on leprosy diseases .
- Celebrate the world leprosy week.
- Prepared the day to day report .
- Coordinated with community organizations to develop programs that helped improve social, emotional, physical and psychological well-being of clients living in the area.

### **Out Reach Worker**

Ganga Social Foundation TI Project

February,2019 to December,2019

#### **Responsibilities**

- Preparation of micro plan , risk and vulnerability analysis to provide need based services to the spouses / partner of the IDUs and FIDUs in the project area.
- Conduct one to one to group session on harm reduction ,safe injecting , OST, overdose .
- Conduct demand analysis of needle / syringes.
- Maintain records of free condom / needle and syringes received from the project and distributed by self .

### **Counselor**

Vallabhbai Patel Chest Institute, National Tobacco Quitline Services University of Delhi

3<sup>rd</sup> March 2020 to Till Date

#### **Responsibilities**

- Working as a counselor
- Telephonic conseling
- Behavior modification
- Followups and Documentations
- Filling up the forms of covid
- Maintaining daily reports
- Face to face counseling
- Role play for world's No Tobacco Day
- Organizing Department's functions and program
- Awareness program

#### **Strengths**

- Effective listening and speaking skills
- A high level of empathy and passion for the field
- An ability to manage multiple tasks and stay organized
- Exceptional communication skills
- A commitment to helping other.

#### **PERSONAL DETAILS :**

Husband Name	:	Rohit
Date of Birth	:	29/03/1997
Marital Status	:	Married
Known Languages	:	Hindi & English

**DECLARATION :**

I hereby declare that the above mentioned details are true to the best of my knowledge and I assure you that in case you owe me for your organization I will never let it go down.

Place : Delhi

Date : .....

**(NEETU)**