

# PRAKRITI KARKI

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## PERSONAL DETAILS

Chovar -13, Kathmandu, 44600 Kathmandu  
karkiprakriti57@gmail.com, +977-9803536542

## PROFILE

Highly diligent organized young professional drawing upon 5 years of experience in social work. Since I am a student of social work I have got good social perspective. I have commanding organizational skills and the ability to facilitate cooperation among individuals and groups. I am effective at maintaining PR and have exceptional interpersonal communication and multitasking abilities.

## EDUCATION

<b>School Leaving Certificate Examination</b> Panga MA VI, Kathmandu	2014
<b>Higher Secondary Education</b> Sainik Awasiya Mahavidyalaya H.S School, Kathmandu	2014 – 2016
<b>Bachelor in Social Work</b> St. Xavier's College, Maitighar, Kathmandu	2016 – 2020

## EMPLOYMENT

<b>Mental Health Setting, Program Assistant</b> Naya Bihani Sudar Kendra, Bhatedhikur, Bhaktapur	2021 – 2023
<ul style="list-style-type: none"><li>● Implement life skills workshops, substance abuse treatment programs, behavior management programs, youth services programs and other community and social service programs under the supervision of social services or health care professionals.</li><li>● Provide emotional support through basic counselling services.</li><li>● Supervising and monitoring patients within the facility to ensure their safety</li><li>● Performing comprehensive risk assessments on patients</li><li>● Educating patients' families about the patients' mental health issues and educating them on how they can aid their treatment.</li></ul>	

## INTERNSHIPS

<b>Human Right Setting, Intern</b> National Human Rights Foundation, Anamnagar, Kathmandu	08/2020 – 02/2021
<ul style="list-style-type: none"><li>● Research, collect, document and analyze information pertaining to the human rights situation in the area of assignment</li><li>● Ensure that all activities are conducted in compliance with relevant standards and methods of work, including for protection and safe handling of information.</li></ul>	

● Provided support to building and facilitation of key contacts and partnerships to ensure effective dialogue/exchange on human rights issues.

**Intern**

08/2018 - 06/2019

Women for Human Rights, Hattigauda, Kathmandu

- Collaborated on program operations with Program Officer including offering feedback from participants and improvement.
- Managed effective program outreach plans with strategic use of speakers and tours to enhance community engagements and increase participants' numbers.
- Prepared clearly written and formatted documents and reports.
- Seamlessly interacted with executive director to plan and complete special projects for single women group.
- Developed strong professional relationships by interacting and communicating efficiently with wide variety of colleagues and external contacts.
- Promoted academic, social and emotional development with targeted lessons, activities and mentoring.
- Provided ongoing support and crisis response to program participants

**Communication Intern**

08/2017 - 06/2018

Possible Foundation, Shankamul, Kathmandu

- Developed strong professional relationships by interacting and communicating efficiently with wide variety of colleagues and external contacts.
- Supported logistics for programs, meetings and events, including venue reservation, agenda preparation and calendar maintenance.
- Promoted academic, social and emotional development with targeted lessons, activities and mentoring.
- Provided ongoing support and crisis response to program participants
- Prepared social media posts and videos with eye for viral content
- Developed original content for blog posts and website articles.
- Planed and implemented social fundraising events.
- Coordinate publicity events as required
- Started Orators House.

**Intern**

08/2016 - 06/2017

Metropolitan Traffic Police Division, Ram shah path, Kathmandu

- Develop digital story telling project.
- Delivered expert clerical support by efficiently handling wide range of routine and public requirement.
- Sorted and organized files such as tracking spreadsheets and reports.
- Completed clerical tasks such as fling, copying and distributing mail.

SKILLS

Microsoft Office proficiency	Psychosocial needs assessment
Oral and written communication	IBM SPSS
Crisis Management	Photoshop
Office Administration	Analytical skills

## COURSES

**Cadet Course of National Cadet Corps Senior Division**

**Certified trainee for Student Empowerment Program.**

**Certified speaker at Orators' House**

## CERTIFICATES

**Volunteered at Nepal Red Cross Society**

2015

During earthquake and helped victims, taught others lifesaving skills such as First Aid, helped to run blood donation programs.

**Volunteered as a Logistic Coordinator**

For two consecutive years for Winter Warmth. Winter Warmth is an annual charity event started with the objective to provide warm clothes, particularly for street children. The event is organized by BSW students of St Xavier's College.

**Volunteered as event associate for Abdus Miya Live**

## REFERENCES

Mr. Deepak Bharati

Naya Bihani Sudar Kendra, Naya Bihani Sudar Kendra, Kathmandu

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Mr. Sunil Chimariya

St Xavier's College, Kathmandu

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