

# KHULLAKPAM SAJIDA

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## ABOUT ME

I consider myself a responsible, flexible, hardworking and orderly person. Seeking for a suitable and rewarding career that would offer good advancement potential, challenges and opportunities to boost my career growth and also contribute to the success of the organisation or the company. I am looking forward for my work experience with your right guidance.

## LANGUAGE

English [[Proficiency](#)]

Hindi [[Basic](#)]

## EDUCATION

### [D. M. UNIVERSITY, MANIPUR](#)

*Master's in Sociology ( August 2020- June 2022 )*

### [JYOTI NIVAS COLLEGE AUTONOMOUS, BANGALORE, KARNATAKA.](#)

*Bachelor of Arts –Sociology, English Languages and Literature, History ( June 2017- April 2020 )*

### [T.G. HIGHER SECONDARY SCHOOL, IMPHAL, MANIPUR](#)

*10+2: Physics, Chemistry, Biology, Mathematics.*

## INTERESTS AND SKILLS

*Research, data analysis, data collection, social services, customer cares, volunteering, project management, event and outreach management, team management, presentation, problem solving, etc.*

## EXPERIENCES

**Tech Mahindra Limited, Noida, UP.**

### [ASOS Associate Advisor Operation, Contractual](#)

Oct 2023 - Present

- Customer care services over live chats and emails
- Advising, handling the fund releasing, etc

**TSI, Transworld Systems Inc. Pvt. Limited, Bangalore, Karnataka.**

### [Assurant Associate Operation, Intern](#)

Mar 2023- Jun 2023

- Verifying, documenting and analysing the data
- Dealing with the mortgage insurances
- Handling the release of finance after the inspection

### Operation, Intern

#### ***SAVE THE CHILDREN INDIA***

Nov 2022 – Jan 2023

- Raise awareness for Child Rights in many states of India.
- Aims to improve lives of marginalized children through education, healthcare and safety of people on the street/ public places.
- Inspiring clients to contribute funds.

### Event and Outreach, Volunteer

Nov 2020 – Dec 2021

#### ***GIRL UP MANIPUR***

***Imphal, Manipur***

- Youth Organisation under the initiative of Girl Up by United Nation Foundation.
- Organized awareness campaign, webinar and event for the fundraiser.

### Social Work, Intern

June 2018 – Aug 2018

#### ***GRACE HOME GRACE TRUST***

***Bangalore, Karnataka***

- Engaging with children with their curriculum and motivates them on the value of education.
- Giving awareness on health and hygiene.

### ***National Social Services (NSS)***

Feb 2018 – Feb 2020

- Association with Jyoti Nivas College Autonomous, Bangalore.
- Mega tree plantation drive conducted by Rotary Club of Bangalore, 2018.
- One day service program in various Old Age Home located in Bangalore.

### ***Community Services***

2019 – till date

- Tutoring after school sessions from Nursery to 12th grade.
- Evaluating and assisting the project works and assignments.

### ***Projects***

1. ***“Manipur Covid-19 Resources”*** in association with GirlUpManipur, May 2021.
2. ***“Project Adhikar”***- distributing and reaching out awareness on menstrual hygiene associated with GirlUpManipur, 2021.
3. Research survey report 2021 – on gender based toxic cultures in educational institutions in Manipur with GirlUpManipur.
4. Field Survey Report 2018 – on important historical places of Bangalore from the outsider perspectives. **(College level).**

### ***Additional Extracurricular Activities***

*Certificates, conferences, and courses during the academic year of 2017 to 2022.*

- ‘Change Maker’ course, a study on NGO conducted by Avekshaa Trust.
- ‘Women’s right’ course conducted by SICHREM.
- Basic Phonetics & Spoken English course conducted by Dept. of English, in association with Jyoti Nivas College Autonomous, Bangalore.