

Career Objective

Experienced Project Head with a demonstrated history of working in the non-profit organization management industry. Versed in Project Designing, Project Management, Documentation, Monitoring and Development Communication. A Development Sector Professional with Masters in Social Work from Tezpur Central University, Assam and a graduate Sociologist from Dibrugarh University, Assam

Work Profile

Total Work Ex: 2 Yrs

1. Program Head and Communication Coordinator **Global Peace Foundation India** **June 2017- Present**

Handling three projects for Global Peace Foundation India: primarily involved in driving projects from conceptualization to implementation, monitoring and resource mobilization.

Key Work Areas

- Was responsible for developing and generating new actionable concepts in the field of Global Ethical Framework
- Critical analysis of strategic focus of the organization and its framework of implementation.
- HR Planning and Assessment
- Formulated strategies for promoting Social Cohesion and Peace building for Karol Bagh especially Marginalized Caste groups.
- Studied and worked on the gaps between the awareness and utilization pattern of marginalized communities in using beneficiaries provided by the Government.
- Conducted workshops on Moral and Innovative Leadership Skills, WASH , Menstrual Health and Sanitation with students of school, college and marginalized communities of Delhi
- Monitoring and Evaluation of the ongoing programs and projects.

2. Project Designer **Indian Centre for Development and Rights (ICFDR)** **June 2017- June 2019**

Part time project designer for ICFDR programs and projects

Key Work Areas

- Designed the curriculum of Sindhi language project for ICFDR.
- Designed programs for Easy Classes
- Research and selection of IEC materials for the training programs and donation drives

- Selection and recruitment of volunteers for Easy Classes

Achievements & Extra Curricular Activities

- Rewarded second place in the 4 Line Tale Contest on Sustainable Development Goals by Wada Na Todo Abhiyan, November, 2018
- Rewarded first place in the Poster Making Contest on Sustainable Development Goals by Wada Na Todo Abhiyan, November, 2017

Educational Qualification

MSW	Tezpur Central University, Assam	2015-17	7.40CGPA+
BA in Sociology	Manohori Devi Kanoi Girls College, Dibrugarh University, Assam,	2012-15	68.8%
12 th or Equivalent	Gyan Vigyan Academy, Sivasagar, Assam,	2010-12	72.4%
10 th or Equivalent	Holy Name School, (SEBA)	2010	55.8%

Project/Internship Details:

1. Social Work Graduate Trainee at Pravah Delhi, with the Adolescent Intervention Team

Key work:

- Involved in research, documentation and data analysis for Curious Me and Life Skills Program.
- Supported workshops at Indirapuram Public School and Blue Bells School with the students of grade 8
- Was a part of workshops on Gender Awareness in Anglo Arabic School with the students of grade 11

2. Social Work Graduate Trainee at Butterflies Delhi

Key work:

- Assisted the Child Rights Advocate at different contacts points of Butterflies in engaging the children in educational and life skills development activities.
- Studied the management and work of Butterflies Health Post, Resilience Center, Butterflies school of Culinary and Catering through interaction with the children and staff.
- Helped the children of Nizamuddin Dargah Center point in preparing activities for the Cultural Evening.
- Organized Small Bal Sabha and participated in Big Bal Sabha, Monthly Sports Day, Community Awareness Meetings and Night Outreach.
- Worked with the Childline team at the South- East Childline(1098 help line), Nizamuddin Railway Station.

3. Social Work Graduate Trainee at HAQ Center for Child Rights Delhi

Key work:

- Worked on Psycho Social and Legal aspect of Child Sexual Abuse cases in Delhi in reference to implementation of Protection of Children from Sexual Offences.
- Conducted home/shelter home visits with Social workers to meet survivors of Child Sexual Abuse and their family members to understand and document the ground realities.
- Visited Child Welfare Committees (CWC) for case follow ups and collection/ submission of case progress reports.
- Attended counseling sessions of children who were victims of Child Sexual Abuse and their families conducted by the counselors in HAQ.
- Worked towards updating case files, need assessment forms, data entry and compilation concerning both the Psycho- Social and Legal Support being provided in cases and assisted in tracking of a case which is going to help the organization in monitoring and evaluation of project.

4. Social Work Graduate Trainee at Pajhra Assam

Key work:

- Worked with the Adivasi community of Harchura tea Estate.

- Established a self help group and provided training on Mushroom cultivation in collaboration with Krishi Vigyan Kendra.
- Conducted awareness programs on Right to Education, Plantation Labour Act 1951, and Water and Sanitation

5. Social Work Graduate Trainee in open community setup, Tezpur, Assam,

Key work:

- Studied the management pattern and working of Sub Centers, Primary Health Centers, Rural Hospitals and reporting.
- Conducted a short study on ASHA workers as link health providers and monthly incentives received by them.
- Studied the socio demographic profile and health status at ward and health post level.
- Studied the health seeking behavior of the population at the health post level of the locality
- Worked with the Adivasi community took up case works, group works and also conducted awareness programs.
- Conducted awareness on Tuberculosis, Menstrual Health, Anemia, Issuing of Disability certificate and was successful in setting up a DOTs center at the village to help the community people fight the most rampant problem i.e. Tuberculosis
- Attended seminar on Ethics in Social Work Practice and Human Rights at LGB Regional Institute of Mental Health, Assam

6. Did research in “A study on the factors influencing the acceptance and discontinuation of Intra Uterine Devices among the women of Harigaon community, Sonitpur District, Assam” under the guidance of Assistant Prof. Rajesh Kalarivayal (Tezpur central University, Assam)

Hobbies and Skill Sets.

- **Hobbies :**
 - Painting, Music, Travelling.
- **Technical skill Set :**
 - MS OFFICE, MS EXCEL, MS WORD

Personal Information

Languages Known: English, Hindi and Assamese

Current Address: A99, Second Floor, Lajpat Nagar 1,
New Delhi - 110024
India

Permanent Address: Near Holy Name School, Cherekapar
Sivasagar- 785640



