

# KOMAL BEDI

## PERSONAL DETAILS

**D.O.B** : 09<sup>th</sup> March 1991  
**Permanent Address** : C-69, DDA Flats, Phase 1, Katwaria Sarai, New Delhi-110016  
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## EDUCATIONAL QUALIFICATIONS

Degree/Course	Institution	University/Board	Year	Percentage
M.A. Psychology (Counseling)	Jesus and Mary College	Indira Gandhi National Open University	2012-2014	63
B.A (H) Psychology	Gargi college	University of Delhi	2009-2012	61.58
AISSCE 2009 (Class XII- Humanities)	St. Paul's School, Huaz Khas	CBSE	2009	91.6
AISSE 2007 (Class X)	St. Paul's School, Hauz Khas	CBSE	2007	81

## PROFESSIONAL EXPERIENCE

April 2014-Till Now

Currently working as a counsellor and Program Officer in **Guild for Service, New Delhi**.

### Counsellor

- Coordinate and direct clients to achieve the best possible solutions.
- Listening to both the ends of the problems.
- Advice the clients on what best is, based on the current mind sets and the state of the problems.
- Understand the clients mind.
- Counsel the clients keeping the variations about the family, friends and emotional problems.
- Keep the process of persuasion till the client is fully satisfied.
- Applying the best possible solution remedies.
- Keeping a track record of the case and follow up.
- Noting the details of the case.
- Applying most innovative methods of problem solution.
- In case required referring the cases to the relevant competent authorities for necessary action.
- Preparing the six monthly reports of the cases and most possible solutions to be submitted to the Central Social Welfare Board.

## **Program Officer**

Experienced in working on the rights of women with special focus on the rights of older women. Worked on the implementation of various programs and projects which are specifically based on empowerment through all the sections of the society.

## **Research and Documentation**

- Drafting a series of reports, presentation and also content for web presentation.
- Drafted and liaised for printing the Guild's Annual Brochure (2014-15)

## **Communication and Stakeholder Engagement**

- Updated Guild's website. Made sure the websites are up to date (i.e. new blogs, updates, members, news, videos, images, etc.)
- Respond to enquiries from members, media, and interested parties. d. Social media. Maintained Guild's social media channels (Twitter, Facebook, You Tube etc.)

## **Support to Projects**

- Support the delivery of projects, taking responsibility for tracking the whole project, and delivering some of the allocated tasks, supporting the project management tasks and supporting reporting

## **Others**

- Providing support to the office in ensuring all the administration system is in practiced.
- Facilitating the admin tasks of Guild's widow home (Ma-Dham, Vrindavan)
- Preparing presentations for the various meetings, workshops and conferences
- Assisting with travel logistics for national and international trips (meetings, workshops, conferences)
- Preparing the annual reports and other reports, presentation etc.
- Coordinating, attending admin meeting and making minutes, putting copies for all
- Looking after the recruitment in office.
- Proposal writing and fundraising.
- Experience in excellent writing skills for various report, letters etc.

## **FACILLITATED THE GUILD AT THE FOLLOWING**

- ❖ Successfully handles many distressed cases and resolved their difficulties with most applicable solution.
- ❖ Organized ***The International Day of Widows*** on 1st July 2014. A round table discussion organized in collaboration with the United Nations Information Centre for India and Bhutan.
- ❖ Organized the Round table discussion on the theme '***Ab ki baar Saccha Police Sudhar***' on 23<sup>rd</sup> September 2014 at the UN conference hall, in collaboration with the United Nations Information Centre for India and Bhutan.
- ❖ Organized the meeting on '***Police Reforms and Accountability***' on 9<sup>th</sup> February 2015 at the India International Centre.
- ❖ Organized the ***Group Marriage*** ceremony for marginalized couples. Through this we have been able to mainstream the lives of many individuals. An affair held twice a year.

- ❖ Organized ***The International Day of Widows*** on 22<sup>nd</sup> June 2015. A round table discussion organized in collaboration with the United Nations Information Centre for India and Bhutan.

## IN CREDITS

- Compiled the 45<sup>th</sup> Annual Report (2014-15) of the Organization covering an insight about the past years events.
- Prepared the project proposal for the United Nations fund for Gender Equality.
- Prepared the project proposal for establishing Geriatric training centres at Kashmir and Vrindavan. This was submitted to the Ministry of Social Justice and Empowerment.
- Facilitated in the consolidation of recommendations on Police Reforms later submitted to the Chief Minister of Delhi and Hon. Home Minister, Sh. Rajnath Singh Ji.
- In credit of facilitating Guild in all internship related programs and managing the volunteers.

Facilitated Guild with creative writing skills most diligently exhibited in form of daily social media updates, letters to editor on behalf of chairperson etc

## ADDITIONAL TRAINING AT WORKPLACE

Attended the training organized by National Institute of Public Cooperation and Child Development (NICCD) "*Orientation Programme on Combating Violence against Women and Girls*" from 9<sup>th</sup> June to 13<sup>th</sup> June 2014 (New Delhi)

## INTERNSHIPS

- Volunteered as a trainee counselor at the **Family Counseling Center, Guild of Service supported by the Central Social Welfare Board and the Delhi Social Welfare Board** from Dec 2013 to March 2014
- Experience of working with special children.
- Internship at **Department of Psychiatry** in Lady Harding Medical College and Hospital (LHMC) 2012, as **trainee counselor** working with children with mental health issues.
- Volunteered **student counselor**, 2010, Gargi College.
- Attended seminar on "MEDIA AND THE BODY IMAGE" held at Gargi college, 2012

## DISSERTATION & FIELD WORK

### Dissertation :

"Stress among working and non-working women and corresponding life satisfaction"-2013

### Projects:

"Levels of stress experienced by government employees and private sector employees"-2011.

"Life Satisfaction-College Assessment Scale"-2011

## POSITIONS HELD

- Counselor and Program Officer.
- School Coordinator in the Student council body, 2007-08 , St. Paul's School

## ACHIEVEMENTS

- Received the certificate of Merit for outstanding academic performance in AISSCE 2009 (Class XII) from CBSE Delhi .
- Sustained the 1<sup>st</sup> position in Excellent Academic in overall school during Class XI
- Received the certificate for merit for best performance in Hindi by Department of Hindi, CBSE, Delhi in 2007
- Won the 2<sup>nd</sup> prize for the poster making competition organized by the Rotary Club of Delhi
- Won 1<sup>st</sup> prize in the Quiz Competition Organized by the Australian Embassy
- Won many prizes and award in sports, art, group inter-school, college level and zonal level.

## SKILLS

- Interacting with people and learn about them.
- Conduct interviews.
- Administer standardized psychological tests.
- Conduct research projects.
- Design questionnaires, surveys, and tests.
- Managing events.

## COMPUTER SKILLS

Basics (MS-Word, MS PowerPoint, MS-Excel), Internet Concepts, Website updating

## HOBBIES

Painting, sketching, listening to music and cooking

## LANGUAGES KNOWN

English  
Hindi  
Punjabi

**Declaration:** I hereby declare that the above information is correct to the best of my knowledge & belief.

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NAME

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SIGNATURE

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DATE

